



User Manual
Version 2.42



Edusoft Ltd.

<http://www.edusoftlearning.com>

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Chapter 1

Welcome to *English Discoveries Online*

Welcome to *English Discoveries Online*, an online program that creates a rich, interactive environment in which to learn and practice all aspects of English.

English Discoveries Online consists of nine courses divided into four levels: First Discoveries, Basic, Intermediate, and Advanced. A placement test determines your current level of English and recommends at what course level to start.


English language Listening, Reading, Speaking, and Grammar are extensively learned, practiced, and tested. You work at your own pace, with all the tools necessary for successful independent learning. Opportunities for review and evaluation are given at every stage, and detailed record of your progress is kept.

In addition, the *English Discoveries Online* community site offers a wide variety of links and activities to further enrich your language learning and internet literacy skills: word games, vocabulary development, idioms, site reviews, and communication with other learners on the Web.

Document Conventions

The following conventions are used in this manual.

Table 1-1: Manual Conventions

Convention	Description
Bold font	Used for links, keyboard strokes, and highlighted bulleted items.
<i>Bold italic font</i>	<i>English Discoveries Online</i> always appears in bold, italic font.
<i>Italic font</i>	All cross-references are italicized.
	Note. A note indicates important information that you should review before continuing.

Logging In

To log in to **English Discoveries Online**, you will need a user name and password. Your teacher or **English Discoveries Online** distributor will supply you with this information.

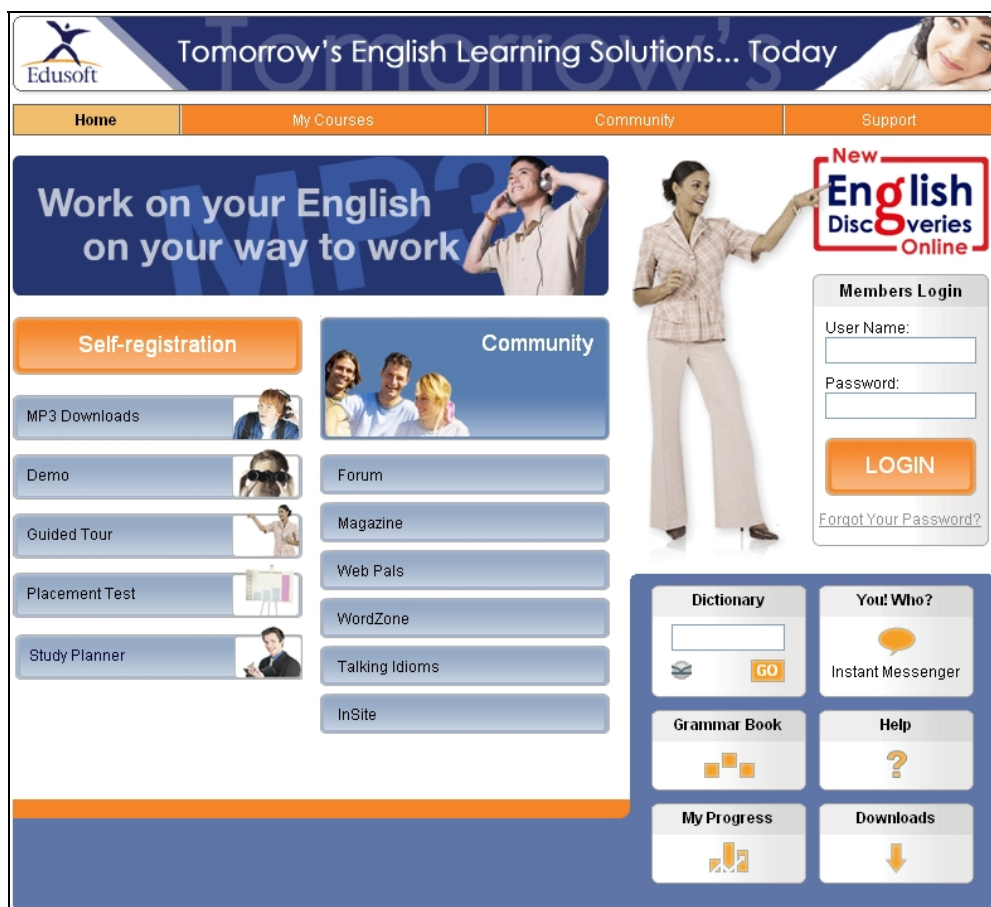


For installation instructions, refer to the English Discoveries Online Installation Guide.

To log in to **English Discoveries Online**:

1. Launch your browser.
2. Type the URL in the address field and press **Enter**.

The **English Discoveries Online** home page appears. The Members Login area appears in the right side.



3. Enter your user name in the User Name field.
4. Enter your password in the Password field.



*If you forget your password, click **Forgot Your Password?**. A window appears with instructions for obtaining your password.*

5. Click .

You are now logged in to *English Discoveries Online*.

Home Page

When you enter the *English Discoveries Online* URL in your Internet browser, *English Discoveries Online* opens to the home page. If you are on any other page within the application, click **Home** in the top bar to access *English Discoveries Online*'s home page.



The screenshot shows the home page of the English Discoveries Online application. At the top, there is a banner with the Edusoft logo and the text "Tomorrow's English Learning Solutions... Today". Below the banner is a navigation bar with four tabs: "Home" (highlighted with a red circle), "My Courses", "Community", and "Support". The main content area is divided into several sections. On the left, there is a "Self-registration" section with links for "MP3 Downloads", "Demo", "Guided Tour", "Placement Test", and "Study Planner". In the center, there is a "Community" section with links for "Forum", "Magazine", "Web Pals", "WordZone", "Talking Idioms", and "InSite". On the right, there is a "Members Login" section with fields for "User Name:" and "Password:", a "LOGIN" button, and a link for "Forgot Your Password?". Below the login section, there is a grid of four buttons: "Dictionary" (with a search bar and a "GO" button), "Grammar Book", "My Progress", and "Downloads". The bottom of the page features a large blue footer area.

The home page consists of the following sections:

- A top bar containing links to:
 - Home – the ***English Discoveries Online*** home page.
 - **My Courses** – the English learning course to which you have been assigned.
 - **Community** – the English Discoveries community site, containing regularly updated English-enrichment content.
 - **My Profile** – your user details and preferences.
 - **Support** – tools to help you contact your teacher.
 - **Teacher's Corner** – this link is only available after you log in if you are a teacher.
 - Log Out – to end your ***English Discoveries Online*** learning session.
- On the right side, when you first open the ***English Discoveries Online*** site, the login area appears.
- The work area with changing content, including links to:
 - **MP3 Downloads** – allows download of sound files in MP3 format.
 - **Demo** – a short animated presentation about ***English Discoveries Online***.
 - **Guided Tour** – overview and explanation about ***English Discoveries Online***.
 - **Self –Registration/ My Courses** – an access button for self-registration. After login the button changes to **My Courses** button .
 - **Placement Test** – determine at which level you should begin your ***English Discoveries Online*** course. Refer to *Taking the Placement Test in Chapter 2: Starting My Courses* for more information.
 - **Study Planner** – a tool that enables you to plan studies and check your progress.
 - **Community menu** – access Web Pals, WordZone, Talking Idioms, or InSite in the Community Site. Refer to *Chapter 8: Working in the Community Site* for more information.
- The bottom right side containing links to:
 - **Dictionary** – an online bilingual dictionary.
 - **You! Who?** – a real-time communication tool providing instant messaging and chat with other online users of ***English Discoveries Online***.

- **Grammar Book** – all of the grammar points organized according to topics.
- **Help** – context-sensitive Help screens. Link to Help section.
- **My Progress** – detailed reports of your learning progress.
- **Downloads** – download software necessary for optimal operation.

Each of the various sections is described below.

My Courses Section

To access your English learning program, either click **My Courses** in the top bar or by clicking on **My Courses** button to the work area on the home page.



You can select from the following:

- Start working by clicking one of the courses. For more information, refer to *Chapter 2: Starting My Courses*.
- Click **Placement Test** to determine your level of English, and at which course level to start. For more information on the Placement Test, refer to *Placement Test* in *Chapter 2: Starting My Courses*.
- Click the link **My Last Assignment** to go straight to the last assignment you worked on when you were in the course. (This option is only available if you have already done some course work.)

Community Section

Click **Community** in the top bar to access the *English Discoveries Online* Community site.



The *English Discoveries Online* Community site provides you with access to enrichment activities and a worldwide community of language learners. Refer to *Chapter 8: Working in the Community Site* for more information.

My Profile Section

Click **My Profile** in the top bar to view your user details and set your preferences.

The screenshot shows the 'My Profile' section of the website. The top navigation bar includes links for Home, My Courses, Community, **My Profile** (circled in red), Support, and Log Out. The main content area is titled 'My Profile' and contains a 'User Details' form. The form fields are as follows:

User Details	
User Name	Johns
First Name	John
Last Name	Smith
Email Address	johns@hotmail.com
Country	United Kingdom
Date of Birth	Day: [dropdown] Month: [dropdown] Year: [dropdown]
Community Site Level	Basic
Support Language	Spanish
Degree of Native Language Support	Low Support
<input checked="" type="checkbox"/> Please tell me about new features.	

There are 'Update' buttons at the top right and bottom right of the form. Below the form, there is a lock icon and the text: 'To change your password, click [here](#)'.

The right sidebar contains several links: Dictionary, You! Who? (Instant Messenger), Grammar Book, Help, My Progress, and Downloads.

The following personal details are shown:

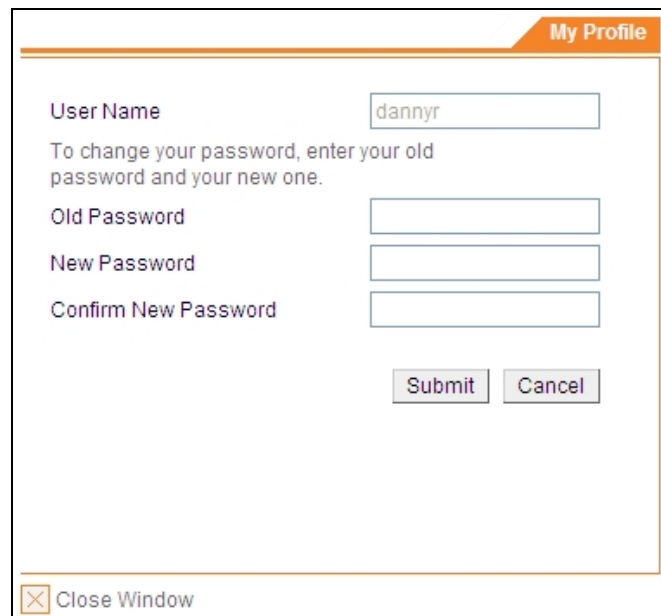
- User Name
- First Name
- Last Name
- Email Address
- Country
- Date of Birth
- Community Site
- Support Language
- Degree of Native Language Support Level:
 - No Support – All support is in English only.

- Low support – Help, Dictionary, Grammar Explanations and See Translation appear in Native Language.
- Full Support – All support is in Native Language.

To change your user details, type or select information from the drop-down lists and click **Update**.

You can set the following:

- Indicate whether you wish to be informed of new features. A features update is sent by email.
- Change your password. If you select this option, a window pops up, requesting that you enter your old password, your new one, and your new one once more for confirmation.
- Change your Web Pals profile. For more information on Web Pals, refer to *Web Pals* in *Chapter 8: Working in the Community Site*.

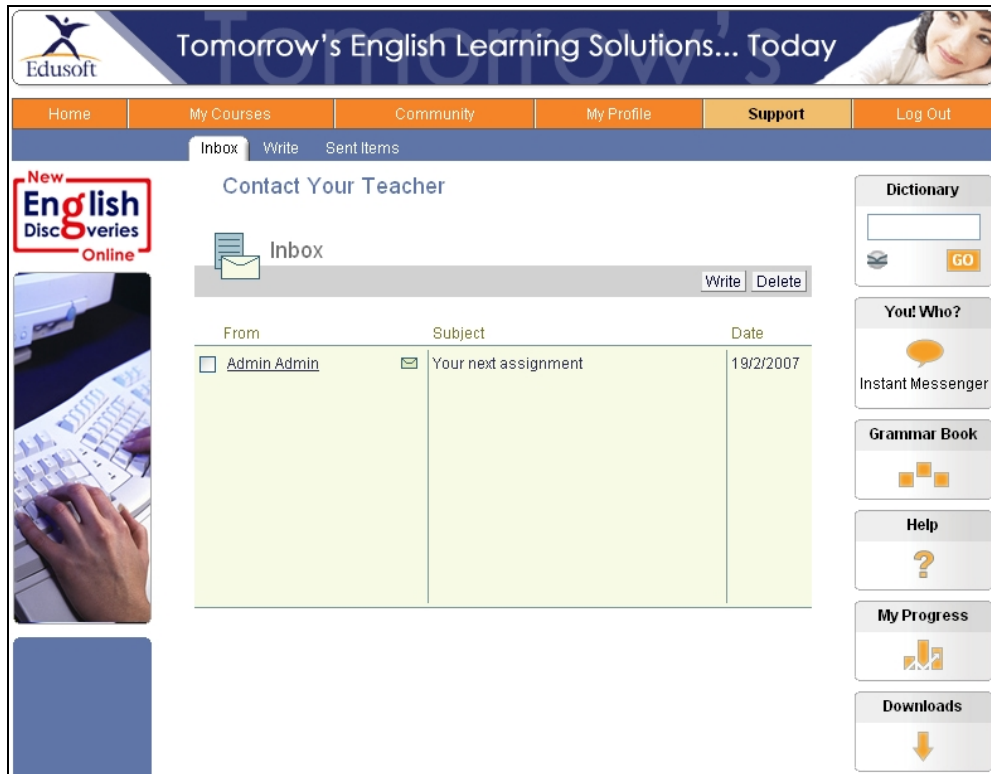


The screenshot shows a web browser window titled "My Profile". Inside the window, there is a form with the following elements:

- User Name:** A text input field containing the text "dannyr".
- Password Instructions:** A line of text stating "To change your password, enter your old password and your new one."
- Old Password:** A text input field.
- New Password:** A text input field.
- Confirm New Password:** A text input field.
- Buttons:** Two buttons labeled "Submit" and "Cancel" are positioned below the password fields.
- Close Window:** A small icon with an 'X' and the text "Close Window" is located at the bottom left of the window frame.

Support Section

Click **Support** in the top bar to access the tools you need to contact your teacher.



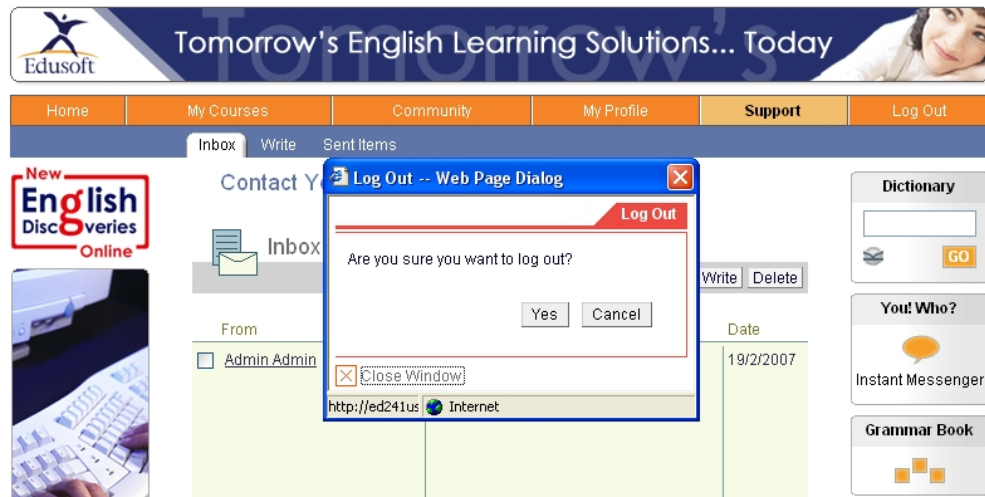
You can select from the following:

- **Inbox** – where you can read, reply to, and delete messages from your teacher.
- **Write** – where you can write messages to your teacher.
- **Sent Items** – where you can view and delete messages that you have sent to your teacher.

Refer to *Chapter 9: Support* for more information.

Log Out


Click **Log Out** when you want to end your *English Discoveries Online* learning session.



The Log Out window will open, asking you if you are sure that you want to log out.

Click **Yes** to log out of *English Discoveries Online* and end your learning session.

If you do not want to log out of *English Discoveries Online* you can close the Log Out window by:

- Clicking on **Cancel**.
- Clicking on  Close Window.
- Clicking on **X**.



If you are working on a shared computer it is advisable to log out before you log in. This will clear the previous user's information that may have forgotten to log out.

Self-Registration

A learner interested in studying English with *English Discoveries Online* has the option of completing a quick self-registration process and assigning him/herself a username and password.

To do this, click the self-registration icon  situated in the left part of the page. A pop-up registration window will appear on the screen.

Fill in the fields and click **Register**. In case you already have your user name and password, and you selected this option accidentally, click **I am already a member** and the window will close.

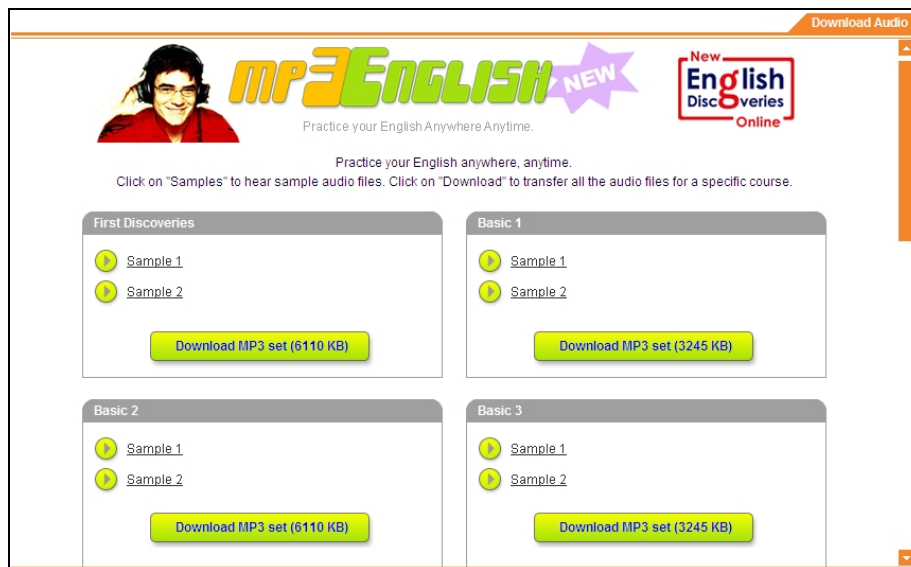


The image shows a registration form window titled "Registration". It contains the following fields and buttons:

- Please complete the form below and click "Register".**
- * User Name**: Text input field
- * First Name**: Text input field
- * Last Name**: Text input field
- * Password**: Text input field
- * Confirm Password**: Text input field
- * Gender**: Dropdown menu with "U" selected
- * Email Address**: Text input field
- Telephone**: Text input field
- I am already a member**: Button
- Register**: Button
- Close Window**: Button with a close icon
- Required fields are marked with a ***: Legend

MP3 Downloads

The MP3 downloads are a collection of all the sound files in the **English Discoveries Online** components for downloading and listening to when learners are not connected to the Internet. The files are arranged according to the different courses. Learners are granted access to the sound files according to the courses they are assigned to.



Study Planner

The Study Planner is a tool that enables you to plan a course of study in **English Discoveries Online** with respect to time required and time available for study. You can also check your progress and adjust your schedule based on system recommendations.

Study Plan

Your Study Plan is based on the courses that have been assigned to you and your progress in them.

Draft Study Plan

Draft Study Plans are based on your personal progress but they do not have to be based on courses assigned to you. This allows you to build and evaluate hypothetical study models.

Draft plans follow the same steps that are set out for Study Plans but they cannot be saved.

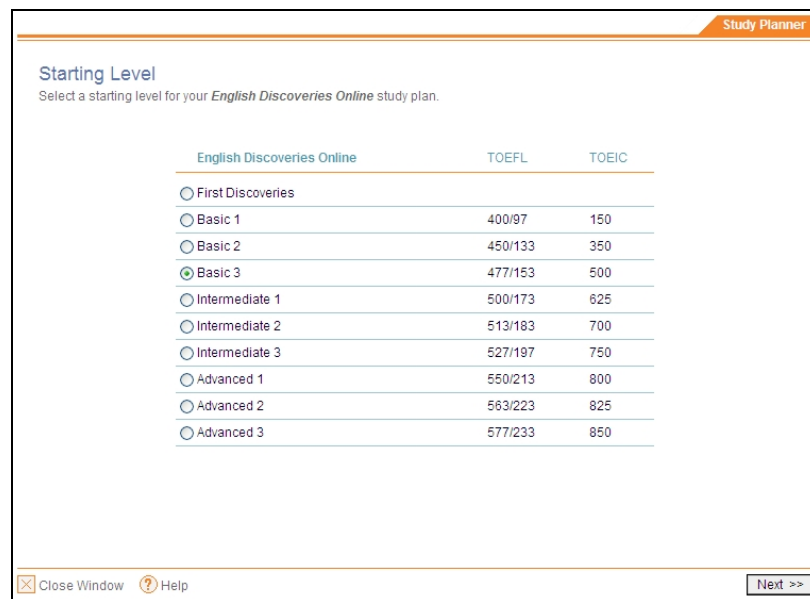
The Plan Calculator

The Plan Calculator is used to calculate a study plan. It can calculate any one of the following four variables based on the input of the other three variables:

- **Target Level** – The *English Discoveries Online* course level that you need to reach.
- **Hours per Week** – The time needed per week to complete the planned studies.
- **Start Date** – The latest recommended date for commencement of study in order to comfortably complete the planned studies.
- **End Date** – The date by which studies should be completed.

To create a Study Plan:

1. Click **Create New Plan** to open the first screen of the Study Planner where you will be asked to select your starting level for your study plan.



Starting Level
Select a starting level for your *English Discoveries Online* study plan.

English Discoveries Online	TOEFL	TOEIC
<input type="radio"/> First Discoveries		
<input type="radio"/> Basic 1	400/97	150
<input type="radio"/> Basic 2	450/133	350
<input checked="" type="radio"/> Basic 3	477/153	500
<input type="radio"/> Intermediate 1	500/173	625
<input type="radio"/> Intermediate 2	513/183	700
<input type="radio"/> Intermediate 3	527/197	750
<input type="radio"/> Advanced 1	550/213	800
<input type="radio"/> Advanced 2	563/223	825
<input type="radio"/> Advanced 3	577/233	850

Close Window Help Next >>

2. Click the radio button next to the level that you wish to begin studying at. Click **Next** to display the **Plan Calculator**.


Plan Calculator

Choose the parameter you want to calculate.

☐ Target Level
☒ Hours per Week
☐ Start Date
☐ End Date

Enter the required values. Click "Calculate" to calculate your study plan.

Starting Level: **Basic 3**
 Target Level:
 Hours per Week:
 Start Date:
 End Date:

- Choose the parameter you want to calculate and fill in the other three parameters. Click the calendar icon -  - and use the active calendar items (1,2,3... <, >, Today) to fill in the date information.

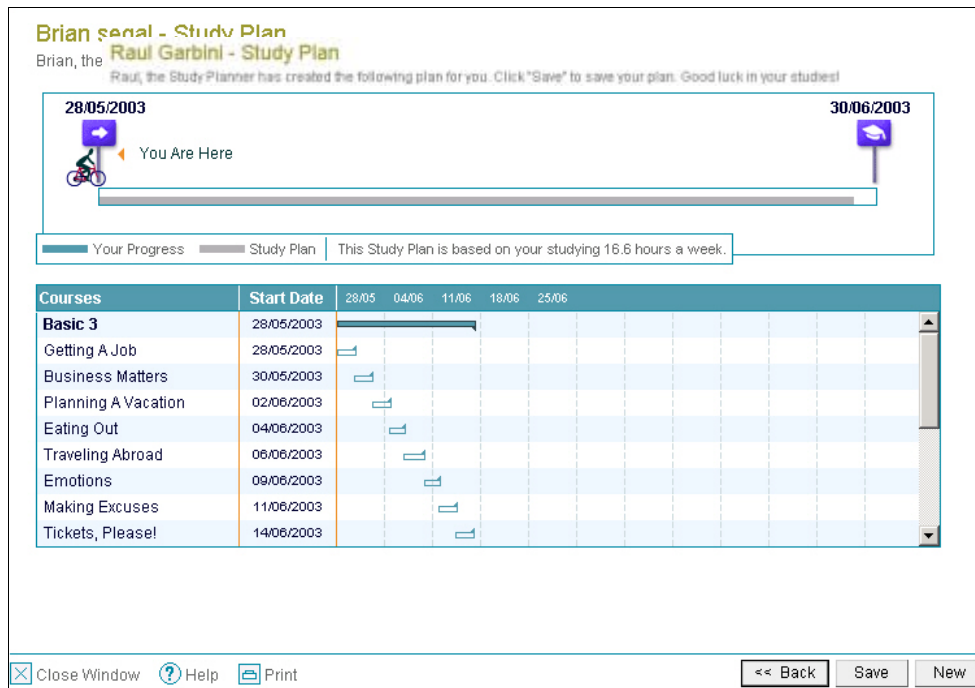
- Click **Calculate** to calculate the required parameter.

You can change any or all of the parameters and click this button to recalculate the study plan from the same Starting Level.

If you want to clear and recalculate all parameters at the same Starting Level, click **Clear** and repeat steps 3 and 4.

If you want to change the Starting Level, click << **Back** and repeat steps 2 through 4.

- When you have finished calculating the study plan click **Next >>**. The completed Study Plan will appear.



If you want to go back to the Plan Calculator, click << **Back**.

If you want to recalculate a new study plan, click **New** and repeat steps 2 through 5.

If the Study Plan is acceptable, click **Save** to save it.

Dictionary

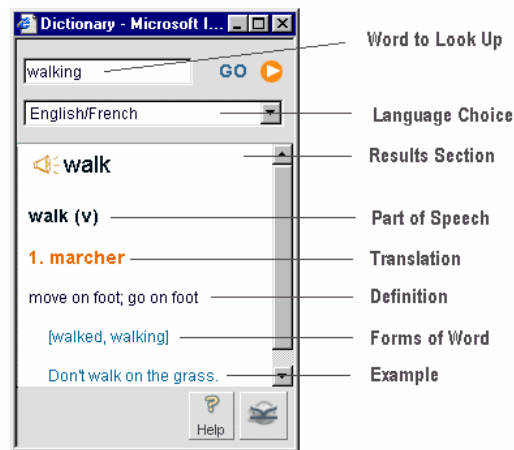
The Dictionary in the side bar provides access to the online dictionary.

To use the dictionary:

1. Type the word you'd like to look up in the dictionary field or right click on a word in the program.
2. Click **GO**.




The dictionary window appears.



In the dictionary window you can:

- Enter a word to look up.
- Select the languages in which you wish to enter words and view their translation. For example, select English/French if you wish to enter words in English and view their translation in French. Select French/English if you wish to enter words in French and view their translation in English.

In the Results section of the dictionary window you can:

- Click the speaker button  to hear how the word is pronounced.
- View the word's part of speech.
- View a translation of the word.
- View the definition(s) of the word.
- View other forms of the word.
- View an example illustrating how the word is used.

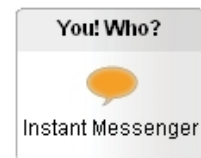
You! Who?

Click **You! Who?** in the right side bar for real-time communication with other *English Discoveries Online* online users.

The running text “Now Online” tells you how many users are currently online.

When the speech bubble icon appears as a flashing envelope, it means that somebody has sent you a message.


Click the envelope to open **You! Who?** and read the message.



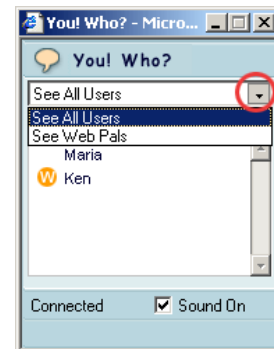
Click the drop-down arrow to select either:

- **See All Users** – displaying a list of all users currently online.






Users with  next to their names are your Web Pals.

- **See Web Pals** – displaying a list of all your Web Pals currently online. For more information about Web Pals, refer to *Web Pals* in *Chapter 8: Working in the Community Site*.



Check the box next to **Sound On** to turn the sound on. Uncheck the box to turn the sound off.

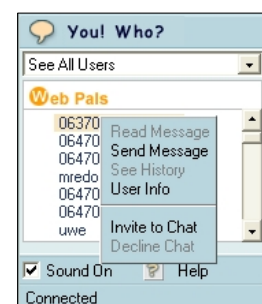
Click  for online **You! Who?** help instructions.

If you are working on another feature in the site and don't want to see the **You! Who?** window, minimize it by clicking , or click  to close the **You! Who?** window.



If you close *You! Who?*, your name will not be listed for other viewers to see. We recommend you close *You! Who?* when you work on *My Courses*.

To communicate with someone, click the name of the person in the list. A menu opens with the following communication options: Read Message, Send Message, See History, User Info, Invite to Chat, Decline Chat.

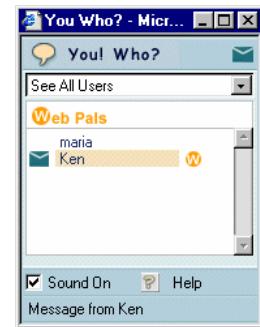


Read Message

When you receive an instant message from someone, an envelope icon appears next to his or her name and if the sound is on, you hear **You! Who?**. A flashing envelope icon also appears above the **You! Who?** text window.

To open the message:

- Double-click either one of the envelope icons.
OR
Click the name next to the envelope icon and then select **Read Message** from the menu.



The Read Message window appears.

In the Read Message window, you see the message, who sent it, and what time it was sent. If you have received other messages from this person, you can page between them by clicking **Next** and **Previous**. If you want to write back to the sender, click **Reply**.



Click **Back** to return to the **You! Who?** window.

Send Message

To send an instant message, click the name of the person you want to write to and select **Send Message**. The message window appears.



*As the name suggests, instant messages are short, usually not more than a line or two. For longer messages and more in-depth communication, select **Invite To Chat**. Refer to **Invite To Chat** on page 19 for more information.*

Message Window

In the message window, the name of the person you are writing to appears in the To field. Type your message in the text box and click **Send**. If you decide not to send the message, click **Cancel**. Click **Back** to go back to the **You! Who?** window.



See History

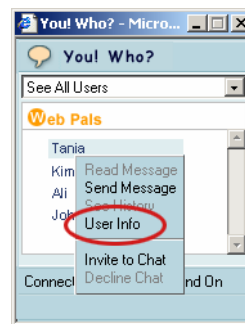
To see all the messages received from someone, click their name and then click **See History**. You can page between the messages using **Next** and **Previous**. Click **Reply** to write a message back to them.

Click **Back** to go back to the **You! Who?** window.

User Info

To see more information about a user whose name appears in the **You! Who?** window, click his/her name and then click **User Info** in the menu that appears. A window will appear with the following information about the user:

- User Name
- Last Name
- First Name
- Country
- Institution





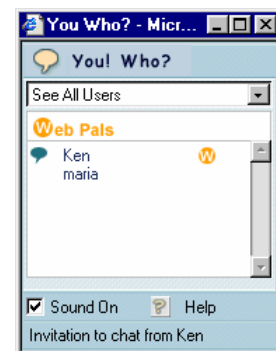
Invite To Chat

You can invite someone to a chat session through **You! Who?** Click a name and then select **Invite To Chat** from the menu. The person will send you an “Accept” or “Decline” message. If your invitation is accepted, a chat window will appear.



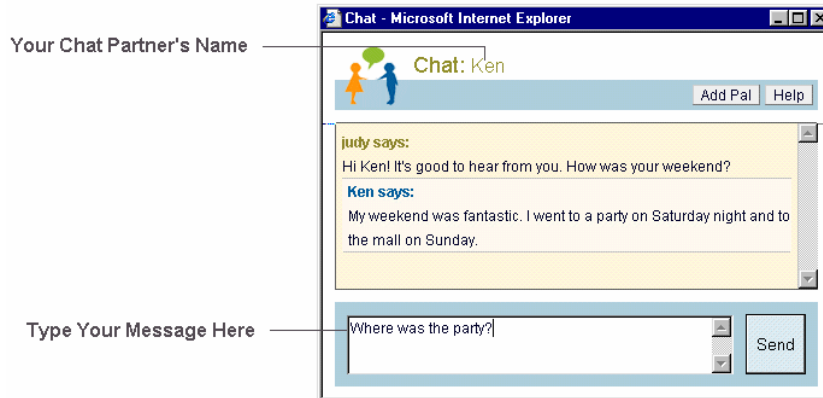
The invitation process may take a few minutes. Read the messages on the bottom bar of the You! Who? window to follow the steps in the process.

When someone sends you an invitation to chat, the chat icon  appears next to the name. Click the name and choose **Accept Invitation** or **Decline Invitation**, or double-click the chat icon and read the invitation message. Click **Accept** if you want to chat. Wait a few seconds and the chat window will appear. If you don't want to chat, click **Back**, click the name of the person inviting you to chat, and select **Decline Chat**. The person who sent you the invitation to chat will see  next to your name.



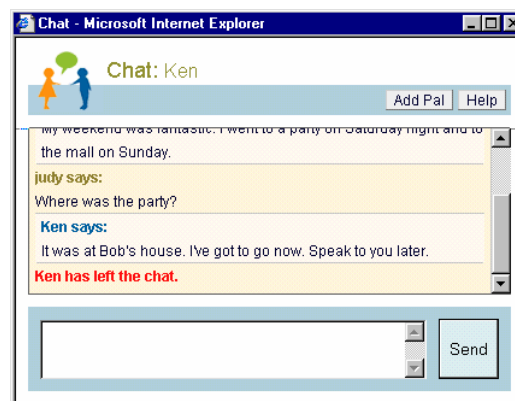
Accept Chat Window

In the chat window you can communicate in-depth with a partner. Your partner's name appears in the window.



Type your message in the lower window. Click **Send** when you finish. Your text now appears in the upper window next to your name. Your partner's text also appears in the upper window. Use the scroll bar to move up and down the chat page if you want to read earlier parts of the conversation.

When your partner leaves the chat, a message appears in the upper window that says he/she has left the chat. If you leave the chat, your partner receives the message and knows not to continue writing.



If you want to add your partner to your web pals list, click **Add Pal**.

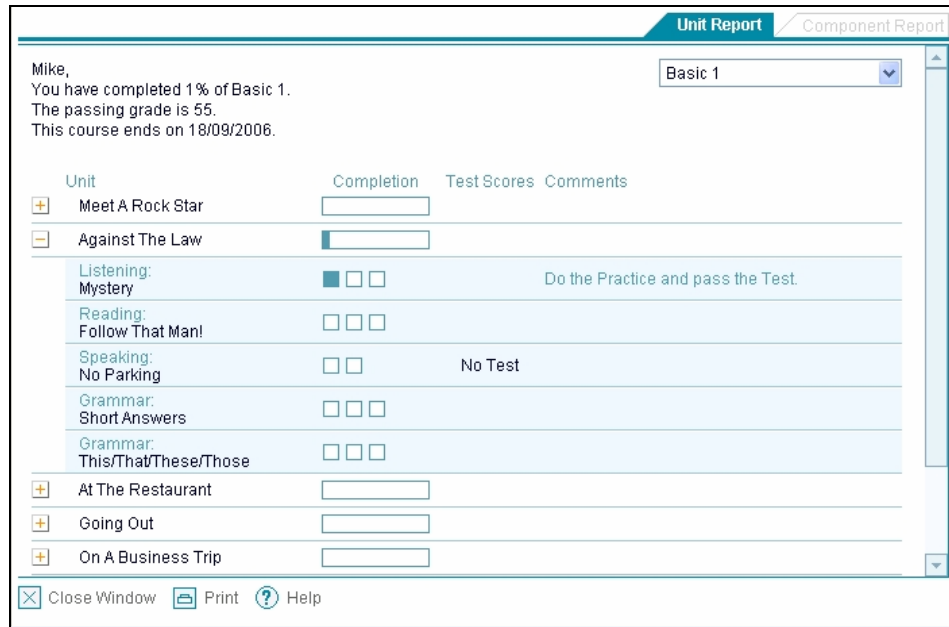
For online instructions and information about Chat, click **Help**.

Help

Click **Help** in the side folder to access the context-sensitive Help screens. A Help window pops up, providing instructions and explanations for the window you are currently in.

My Progress

Click **My Progress** in the side bar to view your progress to date. The My Progress window appears with the Unit Report folder selected.

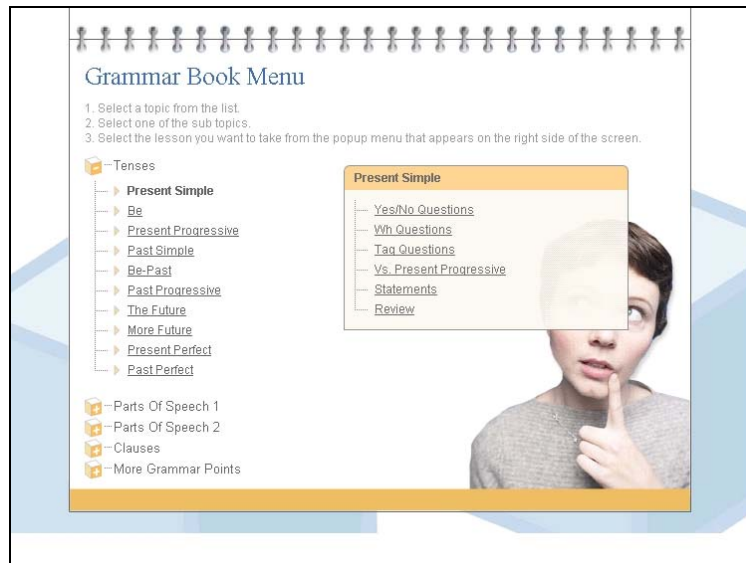




The My Progress window contains two folders:

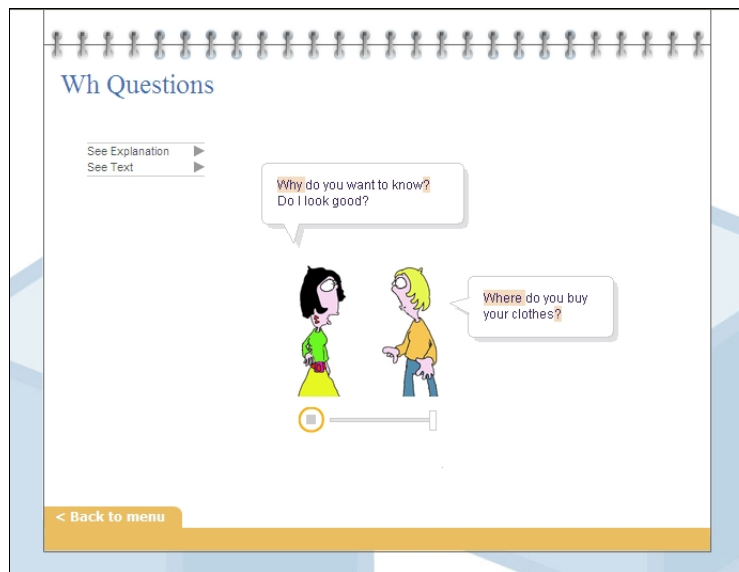
- The **Unit Report** folder reports your progress in each unit.
- The **Component Report** folder reports your progress for each component to be mastered.
- The expanded progress menu of the **Unit Report** is displayed with three boxes to the right of each component. Each box is an indicator of completion of an activity within a component – i.e., **Explore**, **Practice** and **Test**. The boxes get filled as the component's activities are completed.
- For more information about the My Progress reports, refer to *My Progress* in *Chapter 2: Starting My Courses*.

Grammar Book

The Grammar book includes all the grammar points covered in **English Discoveries Online**, arranged by subjects. Students of First Discoveries, Basic 1, 2 and 3 have access to an abridged version of the Grammar Book, covering only those points dealt with at the Basic Levels. Each Grammar point includes a short animated illustration and explanation of the grammar rule. Click on one of the subjects in the list, a sub menu will open. Click on one of the sub topics from the list. A popup menu will appear. Click on the lesson you want to open.



A window appears displaying an illustration with a play button  underneath. Click  to hear and display an animated example of the grammar point or structure.



To explore the grammar point:


1. Click **See Explanation** to learn about the grammar point. If there is more than one page, click the page numbers at the bottom to browse the pages.
2. Click **See Text** to view the script.

Downloads

When *English Discoveries Online* detects that your system is lacking some of the components necessary for optimal operation, a pop-up window automatically appears, informing you which software you should download. Follow the on-screen instructions.

If you want to preload all the necessary components, click Downloads from the side bar, and follow the on-screen instructions.

Exiting English Discoveries Online

You can exit *English Discoveries Online* by clicking  and closing your browser. It is, however, strongly recommended that you follow the **Log Out** procedure as described on pages 1-11 of this chapter.

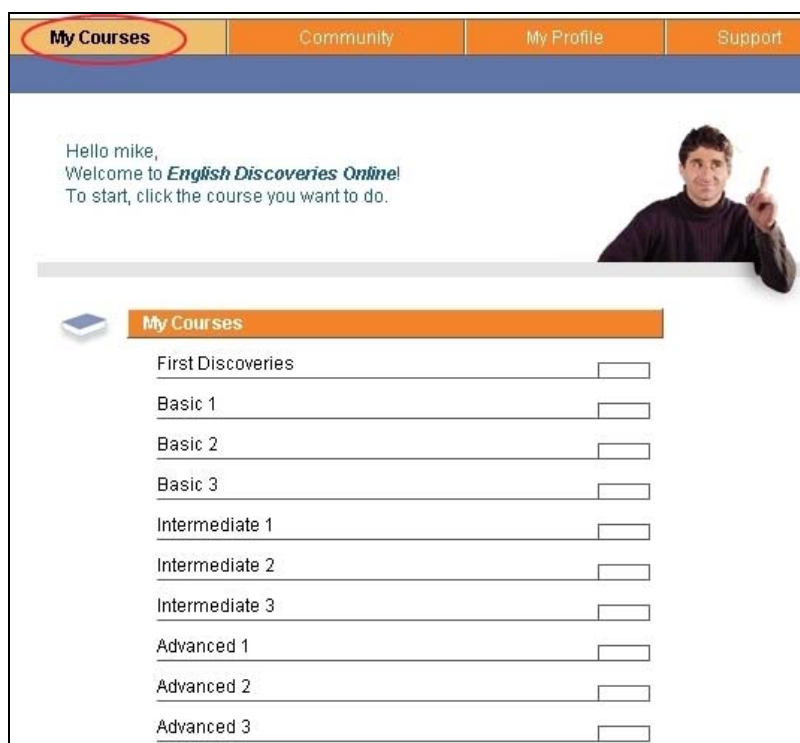
We hope that you have a rewarding and successful experience in learning English with *English Discoveries Online*!

The *English Discoveries Online* Team

Chapter 2

Starting My Courses

To access the English learning courses, click **My Courses** in the top bar of the main *English Discoveries Online* window.



You can choose from the following options:

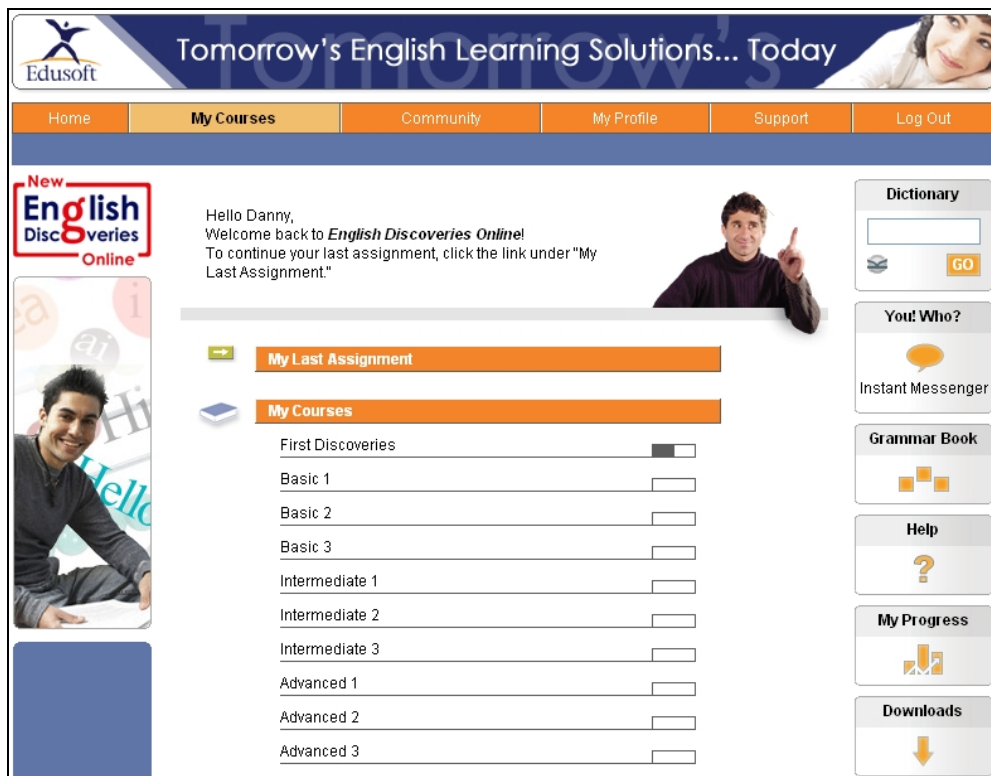
- Start working by clicking one of the courses. For detailed explanations and instructions on working in **My Courses**, refer to *Working in My Courses* on pages 26-28.
- Click **Placement Test** to find out your level of English and which courses you should take. If you are a first-time student in *English Discoveries Online*, it is highly recommended that you take the Placement Test before starting the courses. For more information on the Placement Test, refer to *Taking the Placement Test* on page 29.

Working in My Courses

The logical tree-like structure of My Courses guides you through your lessons. To work, you first select a Course, then a Unit within the course, then a Component within the unit, and then you Explore, Practice, and Test your mastery of the component.

The following steps describe how to work in My Courses:

1. When you click **My Courses**, the Courses menu appears. The Courses menu provides links to all the courses available. If you have already done some coursework, a link to your last assignment will also appear.



2. Select a course by clicking it in the Courses menu.

The Units menu appears, providing links to all units available in the course. The course's path appears in the Path bar.



3. Select a unit by clicking it in the Units menu.

The Components menu appears, displaying the components in the unit.



4. Select a component. It is recommended to follow the components in the order in which they appear.

A specific assignment appears. For a full explanation on how to work inside each component area, refer to Chapters 3-6.



To go up a level in the tree structure, click [Back To Menu](#) or click the name of the previous menu in the left side bar or Path bar.

Components in My Courses

There are four components available in My Courses:


- **Listening** – provides you with the opportunity to listen to spoken English in a variety of voices and accents and practice and test your listening skills. For more information, refer to *Chapter 3: Working in the Listening Component*.
- **Reading** – provides you with the opportunity to read and analyze different types of texts, practice reading comprehension, and test your reading comprehension skills. For more information, refer to *Chapter 4: Working in the Reading Component*.
- **Speaking** – provides you with the opportunity to speak English, as well as taking part in a dialogue. For more information, refer to *Chapter 5: Working in the Speaking Component*.
- **Grammar** – provides you with the opportunity to learn various grammar rules, practice their usage, and test your grammar abilities. For more information, refer to *Chapter 6: Working in the Grammar Component*.

Viewing Your Learning Progress

There are two ways you can view your progress in the courses:

- A **quick indication** of your progress is provided by the squares appearing to the right of each item in the My Courses menus:

 - An empty square indicates a course/unit/component not worked on.

 - A half-full square indicates a worked on but not completed course/unit/component.


 - A full square indicates a completed course/unit/component.

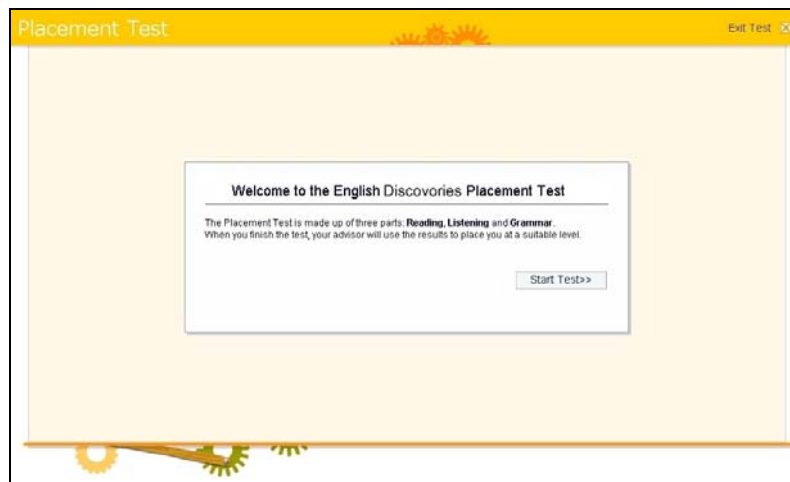
A **complete progress report** is provided in the My Progress reports. For more information, refer to *My Progress Reports* on page 33.

Taking the Placement Test

The adaptive Placement Test is designed to place you at the appropriate level for using the *English Discoveries Online* program.

The test adapts itself automatically according to the student's ability to successfully answer questions of increasing difficulty.

To determine your current level of English, and at what level to start your coursework, go to the home page and click  **Placement Test**. The introductory screen of the Placement Test will appear.




To start the Placement Test, click **Start Test**.

Working Through the Placement Test

The Placement Test consists of three sections: a Reading section, a Listening section, and a Grammar section.



You will begin by answering simple questions and proceeding to the more difficult ones. If you consistently fail to answer a couple of questions correctly, the test will automatically end.

- In the **Reading** section:
 1. Read the text.
 2. Follow the instructions on how to answer the questions: drag answers to their correct place, select the correct answer from multiple-choice possibilities, mark true/false, etc. For more information about the various types of questions, refer to *Chapter 7: Exercise Types*.
- In the **Listening** section:
 1. Click Play  to hear the script. The script may be a radio show, voice mail message, or video clip.
 2. If a video clip is being featured, specify how to view it in the Select Bandwidth drop-down box. Select the option that best fits your system: Modem, ISDN, ADSL, LAN.

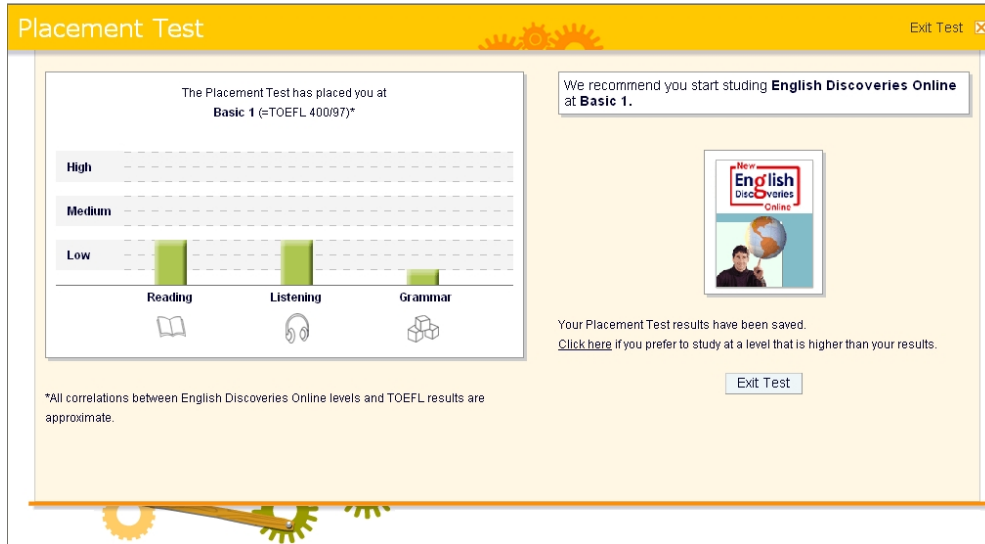


If your school administrator made a default selection, you will only be able to choose a bandwidth from the available options.

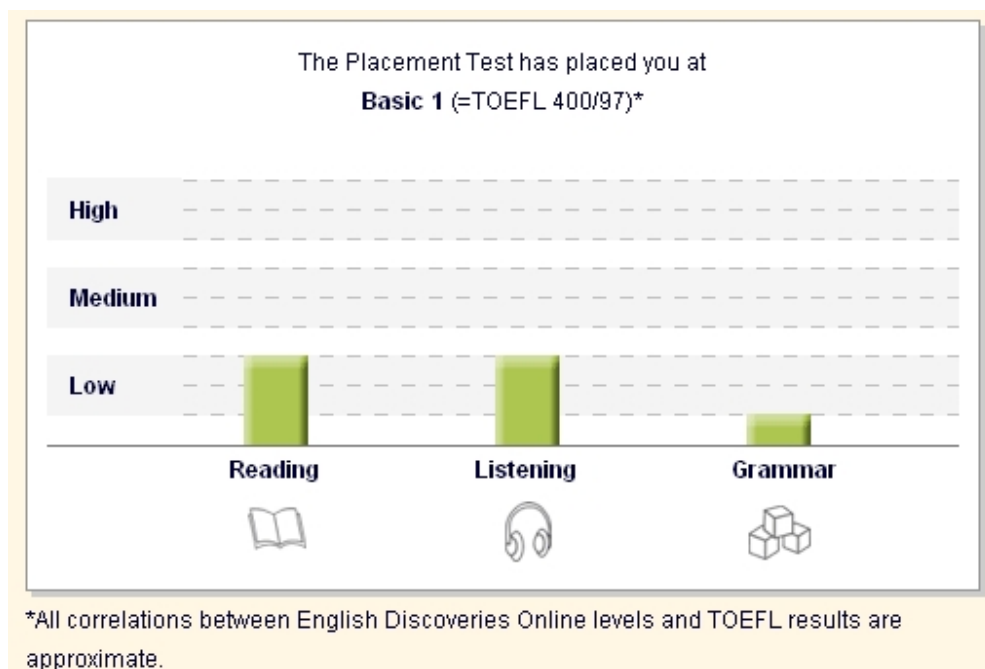
3. Follow the instructions on how to answer the questions: drag answers to their correct place, select the correct answer from multiple-choice possibilities, mark true/false, etc. For more information about the various types of questions, refer to *Chapter 7: Exercise Types*.
- In the **Grammar** section:
 1. Follow the instructions on how to answer the questions: drag answers to their correct place, select the correct answer from multiple-choice possibilities, mark true/false, etc. For more information about the various types of questions, refer to *Chapter 7: Exercise Types*.

Placement Test Results

Immediately after completing the last question, the test results screen will appear.



Your performance in Reading, Listening, and Grammar is displayed in block graph format.



Placement Level

An overall placement level for your *English Discoveries Online* course appears above the graph along with a correlation to the TOEFL (paper and computer-based) standard tests.

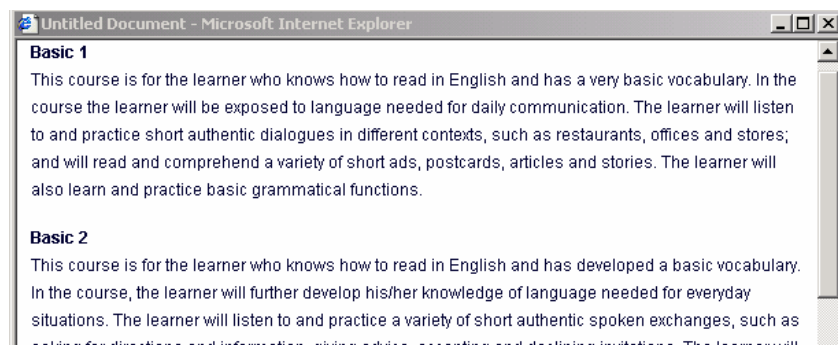
Under the graph, your placement levels for reading, listening, and grammar are displayed. The scores will only appear for students who have the *See scores* option enabled.


Viewing a Course Description

If you want to read a description of the recommended course, click [Click here](#) in the following area of the screen:

We recommend you start English Discoveries Online at **Basic 1**
[Click here](#) for a description of the course.

A course description will appear.



Click  to close the course description window.

Exiting the Placement Test

Click **Exit Test** to exit the Placement Test and return to *English Discoveries Online*.



*You can click **Do the test again** if you wish to take the Placement Test again.*

My Progress Reports



My Progress Reports is only available if you have already done some coursework.

Click **My Progress** in the side bar to view your progress. The My Progress window appears with the Unit Report folder selected. The My Progress window contains two folders:

- The **Unit Report** folder reports your progress in each unit.
- The **Component Report** folder reports your progress in each component to be mastered.

My Progress – Unit Report

Click **Unit Report** in the My Progress window to view your progress in each unit.

Unit	Completion	Test Scores	Comments
Meet A Rock Star	<input type="text"/>		
Against The Law	<input type="text"/>		
Listening: Mystery	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Do the Practice and pass the Test.
Reading: Follow That Man!	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Speaking: No Parking	<input type="checkbox"/> <input type="checkbox"/>	No Test	
Grammar: Short Answers	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Grammar: This/That/These/Those	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
At The Restaurant	<input type="text"/>		
Going Out	<input type="text"/>		
On A Business Trip	<input type="text"/>		

Close Window Print Help

In the My Progress – Unit Report you can do the following:

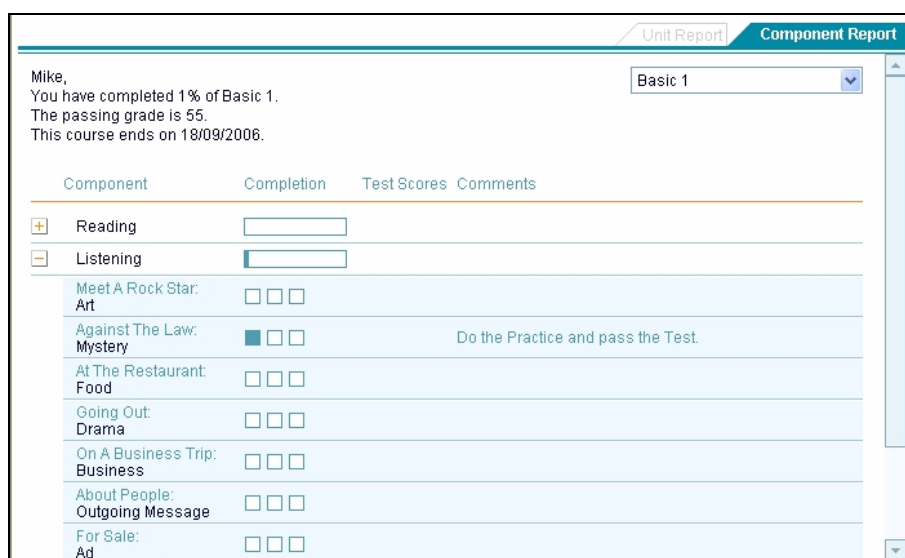
- **Select the course level** – to view your progress in a particular course level, select the course level in the drop-down box on the top right of the screen.
- **View progress within units** – click to the left of a unit to view your progress in the various components included in that unit. The changes to , and a sub-tree appears showing a breakdown of your progress in the unit, for each component.

The My Progress – Unit Report section provides the following information for the selected course level:

- **Unit** – the units included in this course level. If you opened a unit’s sub-tree, the unit’s components are also displayed.
- **Completion** – the extent to which you completed learning a unit or component. Progress is displayed with three boxes to the right of each component. Each box is an indicator of completion of an activity within a component – i.e., *Explore*, *Practice*, and *Test*. The boxes get filled as the component’s activities are completed.
- **Test Score** – your test score for the unit or component.
- **Comments** – comments that *English Discoveries Online* may have on your progress.

My Progress – Component Report

Click **Component Report** in the My Progress window to view your progress in each component.



In the My Progress – Component Report you can do the following:

- **Select the course level** – to view your progress in a particular course level, select the course level in the drop-down box on the top right of the screen.
- **View progress within components** – click ☐ to the left of a component to view your progress in that component, per unit. The ☐ changes to ☒, and a sub-tree appears showing a breakdown of your progress in the component, per unit.

The My Progress – Component Report provides the following information for the selected course level:

- **Component** – the components taught in this course level. If you opened a component's sub-tree, the units teaching that component are also shown.
- **Completion** – the extent to which you completed learning a unit or component. Each box is an indicator of completion of an activity within a component – i.e., *Explore*, *Practice*, and *Test*. The boxes get filled as the component's activities are completed.
- **Test Score** – your test score for the unit or component.
- **Comments** – comments that *English Discoveries Online* may have on your progress.

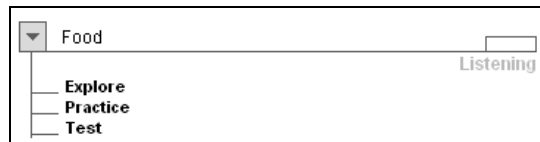
Chapter 3

Working in the Listening Component

The Listening component provides you with the opportunity to listen to spoken English in a variety of media, and practice and test your listening skills.

Accessing the Listening Component

To access the Listening component, click the arrow to the left of the Listening section.



Three activity modes appear:

- Explore
- Practice
- Test


Click one of the modes.

Each of the modes is explained below. Although you can choose any activity mode, it is recommended that you first **Explore**, then **Practice**, and finally **Test** yourself.

Listening – Explore Mode

Click **Explore** to open the Explore window. A window appears displaying a Play button. A video clip may also appear.





Click  to hear the dialogue in a radio show, voice mail message, TV show, etc. For a TV show, watch the video clip while listening to the dialogue.

You can then select from the following options:

- **See Script** – to see the text of the script as you hear it. The sentence being played is highlighted to help you follow the script. Click the arrows to the right of the script box if you want to move between sections of dialogue on your own.
- **Hear Part** – to hear individual sentences. This option is enabled when **See Script** is selected. Click a sentence you wish to hear, and then click **Hear Part**.
- **See Translation** – to view a translation of selected sentences in your native language. This option is enabled when **See Script** is selected. Click a sentence you wish to have translated, and then click **See Translation**.
- **Record Yourself** – to record yourself saying sections of the dialogue. This option is enabled when **See Script** is selected.




To record and playback using the Record Yourself feature:

1. Click a sentence you wish to read out loud and then click **Record Yourself**.
2. In the recording panel that displays, click  to hear the sentence.
3. Click  to record yourself reading the sentence. When the word SPEAK appears, talk slowly and clearly into the microphone. The red light indicates that your microphone is working properly. If there is no red light, check the microphone connection.

After speaking, wait for feedback. This will appear as a written instruction in the lower part of the recording console.

You can also view the bar  of the recording panel to evaluate the accuracy of your recording.

4. Click  to hear the recording.
- Each attempt is stored with the evaluation bar to the right of the consul. Click to hear the attempt again.
- **See Text** – to see the entire script. This option is only available if a video clip is being shown.
 - **See Full Screen** – to view a full screen if one of the following bandwidths are selected: ISDN, ADSL, or LAN. Click **ESC** to restore the screen to its previous size.
 - **Select Bandwidth** – to specify how to view a video clip. This option is only available if a video clip is being shown. Select the option that best fits your system:

- Slide show – modem
- Modem – video
- ISDN – video
- ADSL – video
- LAN – video



If a default selection was made by your school administrator, you will only be able to choose a bandwidth from the available options.

Listening – Practice Mode

Click **Practice** to open the Practice window. Use the Practice window to exercise your listening comprehension skills.

Explore **Practice** Test

Listening Drama

Page 1 of 1

Watch the clips of the TV drama, and fill in the missing words in the conversation between Katie and Amy.

Exercise

Katie: He's looking over here, isn't he?
 Amy: Who? What _____ about?
 Katie: Mark, of course. What's _____?
 Is _____ over here?

Amy: OK. He's _____ his Walkman.
 Katie: Oh. Ask him what he's listening to.
 Amy: Nol You _____ him.

Katie: Ask him if the food is good. Yes, ask him that.
 Amy: He's not _____ now. Katie, just _____ and say hi.
 Katie: No way!

are you talking listening to he looking eating
 turn around ask he doing

If there is more than one practice page, click the page numbers to browse the pages.

In each practice page, follow the instructions on how to complete the exercise: listen to the script, drag answers to their correct place, select the correct answer from multiple choice possibilities, mark true/false, etc. For information about the various exercise types, refer to *Chapter 7: Exercise Types*.

To help you complete a practice page, you can select from the following options:

- **Check Answer** – to view which of your answers are correct and which are not. *English Discoveries Online* places a ✓ next to correct answers and an ✗ next to incorrect answers. Click **Check Answer** again to clear the incorrect answers and try to answer the questions that were incorrect.
- **Clear** – to erase all the answers you entered. Now you can re-enter answers.

Listening – Test Mode

Click **Test** to open the Test window. You are presented with a short test on the script you have just listened to and practiced. After you submit the test, *English Discoveries Online* checks your answers and reports the results.

Click **Start Test**. The Test window appears and displays the first of several test questions.

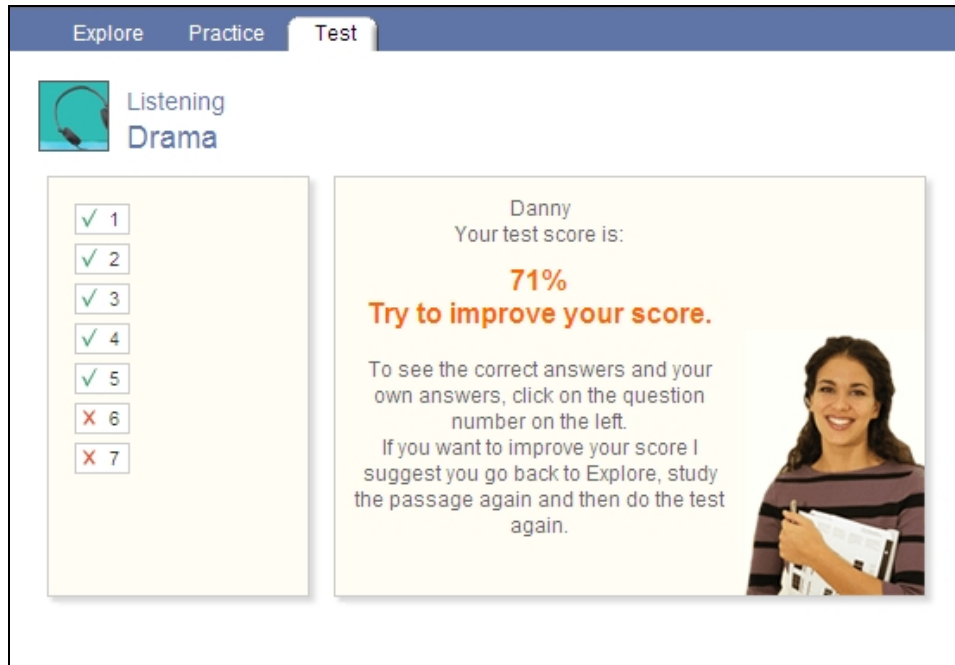


Follow the instructions for answering questions. Read each question carefully and answer it. If you wish, you can click ▶ to listen to the passage again. If you don't know the answer to a question, you can skip it and come back to it later. Click on the page numbers to move among the test questions.

After checking your answers, click **Submit Test**.


Viewing Test Results

English Discoveries Online checks your test and displays your test score.



The screenshot shows the 'Test' tab selected in a navigation bar with 'Explore' and 'Practice' options. Below the navigation bar, there is a section titled 'Listening Drama' with a headset icon. To the left of the main content area is a list of seven questions, each in a box. Questions 1 through 5 are marked with a green checkmark, while questions 6 and 7 are marked with a red X. The main content area on the right displays the user's name 'Danny' and their test score '71%'. Below the score, it says 'Try to improve your score.' and provides instructions on how to view correct answers and suggestions for improvement. A small image of a smiling woman holding a book is visible on the right side of the main content area.

Explore Practice **Test**


 Listening Drama

✓ 1
✓ 2
✓ 3
✓ 4
✓ 5
✗ 6
✗ 7

Danny
Your test score is:
71%
Try to improve your score.

To see the correct answers and your own answers, click on the question number on the left.

If you want to improve your score I suggest you go back to Explore, study the passage again and then do the test again.



Possible test scores are:

- 100% – Excellent!
- 85-99% – Very Good!
- 75-84% – Good!
- 60-74% – Try to improve your score!
- 0-59% – Try the test again!

You can click a question to see your answer, the correct answer, and the source text.

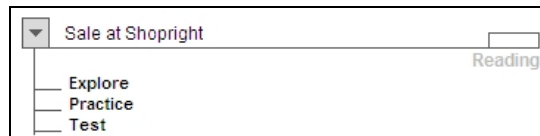
Chapter 4

Working in the Reading Component

The Reading component provides you with the opportunity to read and access information from different types of texts, reinforce and practice reading comprehension, and test your reading comprehension skills.

Accessing the Reading Component

To access the Reading component, click the arrow to the left of the Reading section.



Three activity modes appear:

- Explore
- Practice
- Test

Click one of the activity modes.

Each of the modes is explained below. Although you can choose any activity mode, it is recommended that you first **Explore**, then **Practice**, and finally **Test** yourself.

Reading – Explore Mode

Click **Explore** to open the Explore window. A text selection appears; it may be any type of text, including a story, postcard, article, report, letter, advertisement, notice, etc.



If the text is more than one page long, click the page numbers at the bottom to browse the pages.

It is recommended to first read the text and then select from the following options:

- **Hear All** – to hear the text read aloud. Each sentence is highlighted as it is being read.
- **Hear Part** – to hear an individual sentence. Click the sentence you want to hear.
- **See Translation** – to view a translation of selected sentences in your native language. Click the sentence you want to see translated.
- **Main Idea** – to view the main idea. The sentences containing the main idea are highlighted. If there is more than one text page, browse the pages to view all highlighted sentences.
- **Keywords** – to view the keywords of the text. The key words are highlighted. If there is more than one text page, browse the pages to view all keywords.



Click a keyword for further information. A window pops up, allowing you to hear how the word is pronounced and read a sentence illustrating how the word is used.



- **Reference Words** – to view reference words in the text. For example: John, he, his are highlighted in yellow, while Alison, she, her are highlighted in green. If there is more than one text page, browse the pages to view all reference words.
- **Print** – to print the text. A print window pops up, allowing you to print the whole text or selected pages.

Reading – Practice Mode

Click Practice to open the Practice window. Use the Practice window to exercise your reading comprehension skills.

The screenshot shows the 'Practice' mode interface. At the top, there are three tabs: 'Explore', 'Practice' (which is highlighted with a red circle), and 'Test'. Below the tabs, there is a reading passage titled 'Sale at Shopright'. The passage includes a table with food items and their sale prices. On the left side of the interface, there are three buttons: 'Check Answer', 'Clear', and 'See Text'. On the right side, there are three labels: 'Page Numbers', 'Instructions', and 'Exercise'. The 'Page Numbers' label points to the 'Page 2 of 2' indicator. The 'Instructions' label points to the text 'Read the ad for Shopright, and then fill in the table.' The 'Exercise' label points to the table of food items and their sale prices.

Food	Sale Price
watermelon	
3 cans of vegetables	
steak with onions	
turkey	

33 cents

If there is more than one practice page, click the page numbers to browse the pages.

In each practice page, follow the instructions explaining how to complete the exercise: drag answers to their correct place, select the correct answer from multiple-choice possibilities, mark true/false, etc. For information about the various exercise types, refer to *Chapter 7: Exercise Types*.

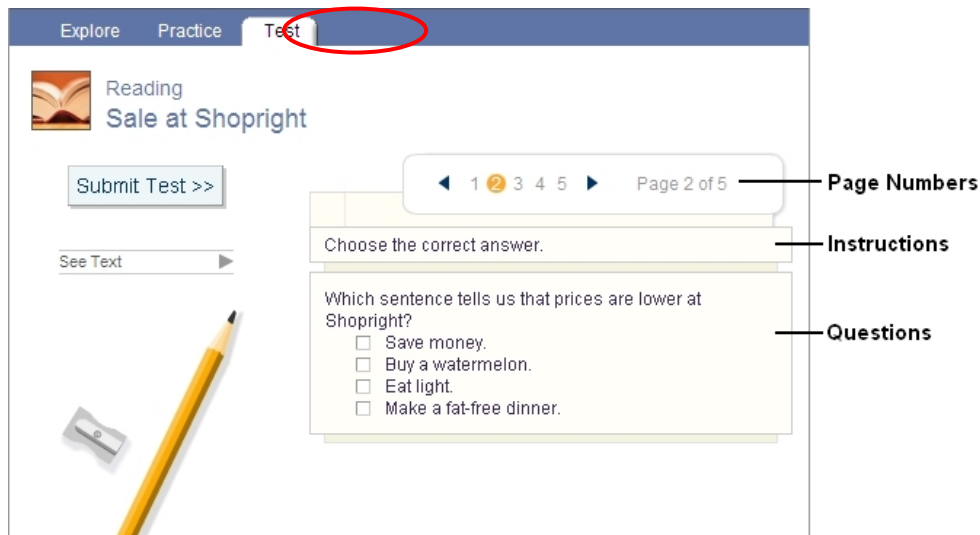
To help you complete a practice page, you can select any of the following:

- **Check Answer** – to view which of your answers are correct. *English Discoveries Online* places a ✓ next to correct answers and an ✗ next to incorrect answers. Click **Check Answer** again to clear the incorrect answers and try to answer the questions that were incorrect.
- **Clear** – to erase all the answers you entered. Now you can re-enter the answers.
- **See Text** – to view the source text. A window pops up displaying the source text.

Reading – Test Mode

Click **Test** to open the Test window. You are presented with a short test on the text you have just read and practiced. After you submit the test, *English Discoveries Online* will check your answers and report the results.

Click **Start Test**. The Test window displays the first of several test questions.

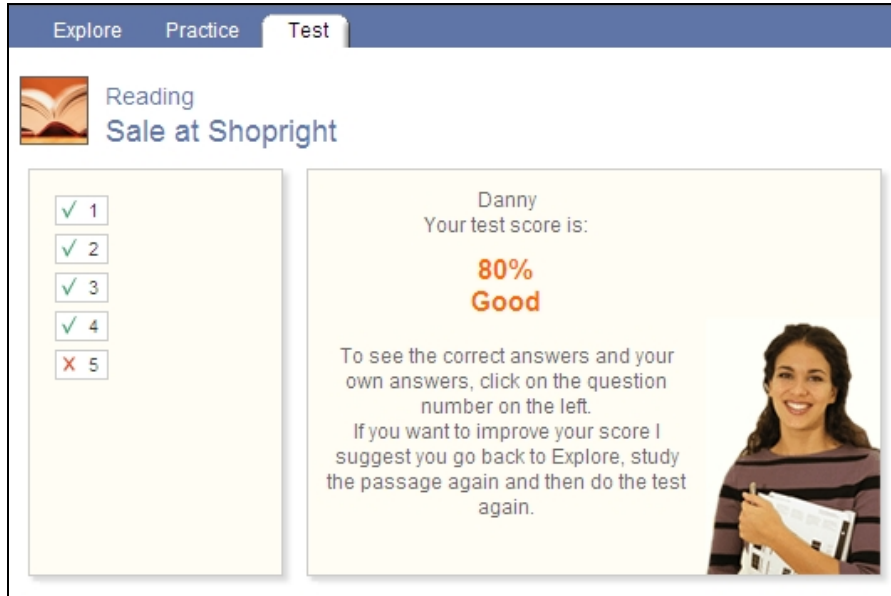


Follow the instructions on how to answer questions. Read each question carefully and answer it. If you wish, you can click **See Text** to view the source text. If you don't know the answer to a question, you can skip it and come back to it later. Use the page number buttons to move among the test questions.

After checking your answers, click **Submit Test**.

Viewing Test Results

English Discoveries Online checks the test you submitted and displays your test score.



Possible test scores are:

- 100% – Excellent!
- 85-99% – Very Good!
- 75-84% – Good!
- 60-74% – Try to improve your score!
- 0-59% – Try the test again!

You can click a question to see your answer, the correct answer, and the source text.

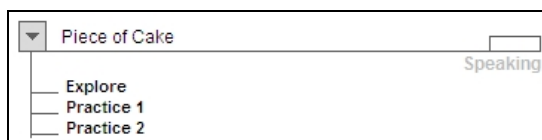
Chapter 5

Working in the Speaking Component

The Speaking component provides you with the opportunity to speak English, and actually take part in a dialogue.

Accessing the Speaking Component

To access the Speaking component, click the arrow to the left of the Speaking section.



The following activity modes appear:

- Explore
- Practice 1
- Practice 2



A Speaking unit may have more than one Practice section. For details about Practice 2, refer to Speaking – Practice 2 .


Click one of the activity modes.


Each of the activity modes is explained below. Although you can choose any mode, it is recommended that you first **Explore**, then **Practice 1**. In units with more than one Practice section, choose **Practice 2** after completing **Practice**.




Speaking – Explore Mode

Click **Explore** to open the Explore window. A window appears displaying the first frame of a cartoon clip.



Click  to play the animated cartoon and hear the dialogue. You can then select any of the following:

- **See Script** – to see the captions of the dialogue. The sentence being read is highlighted. Click the arrows to the right of the script box if you want to move between sections of the dialogue.
- **Hear Part** – to hear individual sections of the dialogue. This option is enabled when **See Script** is selected. Click a sentence you wish to hear, and then click **Hear Part**.
- **See Translation** – to view a translation of selected sentences in your native language. This option is enabled when **See Script** is selected. Click a sentence you wish to have translated, and then click **See Translation**.
- **Record Yourself** – to record yourself saying sections of the dialogue. This option is enabled when **See Script** is selected. To record yourself:
 1. Click a sentence you wish to read out loud, and then click **Record Yourself**.
 2. In the recording panel that appears, click  to hear the sentence.

3. When the word **SPEAK** appears, click  to record yourself reading the sentence. Talk directly into the microphone, slowly and clearly. The red light indicates that your microphone is working properly. If there is no red light, check the microphone connection.
 4. Refer to the bar  to the right of the recording panel to see the percentage accuracy of your recording.
 5. Click  to hear your recording.
- **See Text** – to see the entire script.

Speaking – Practice 1 Mode

Click **Practice 1** to open the Practice window. Use the Practice window to exercise your speaking skills.







If the Speech Recognition program is not installed on your computer, you will receive a message. Follow the on-screen instructions to download it.



Follow the instructions in the Instructions Panel. They will guide you through the following steps.

1. Select a speaker by clicking the arrow  closest to the speaker whose dialogue you want to practice.

The first section of dialogue appears in the Script Box. An indicator appears to the left of the sentence you should speak.


2. Click  to begin. When it is your turn to speak, the SPEAK prompt appears. The red light indicates that your microphone is working correctly. If there is no red light, check the microphone connection.
3. Speak into the microphone, slowly and clearly.
 - If your pronunciation is accepted by *English Discoveries Online*, the continuation of the dialogue will appear. Repeat steps 2 and 3 until you reach the end of the dialogue.
 - If your pronunciation is not accepted by *English Discoveries Online*, try again and repeat steps 2 and 3. If you still don't succeed, and want to proceed, click  to move on to the next part of the dialogue.
4. When you reach the end of the dialogue, you can:
 - Click  to hear yourself taking part in the dialogue.
 - Click  to erase your recording and start again.





Speaking – Practice 2 Mode

Click **Practice 2** to open the Practice 2 window. Use the Practice 2 window to exercise your speaking skills.



Follow the instructions in the Instructions Panel. They will guide you through the following steps:

1. Click  to begin. The animated figure says a sentence in the Animated Script Box.

2. When it is your turn to speak, the SPEAK prompt appears. Click  next to the sentence in the script box you want to read out loud. The red light shows that your microphone is working properly. If there is no red light, check the microphone connection.
3. Speak into the microphone, slowly and clearly.
 - If your pronunciation is accepted by ***English Discoveries Online***, the continuation of the dialogue appears. Repeat steps 1 through 3 until you reach the end of the dialogue.
 - If your pronunciation is not accepted by ***English Discoveries Online***, Try again by repeating steps 1 through 3. If you still don't succeed, and want to proceed, click  to move on to the next part of the dialogue.
4. When you reach the end of the dialogue, you can:
 - Click  to hear yourself taking part in the dialogue.
 - Click  to erase your recording and start again.

Chapter 6

Working in the Grammar Component

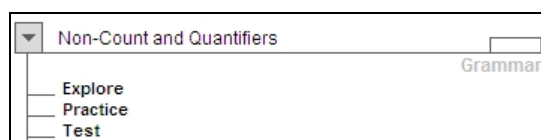
The Grammar component provides you with the opportunity to learn grammar points, practice their usage, and test your grammar abilities.

Accessing the Grammar Component

To access the Grammar component, click the arrow to the left of a Grammar section.



A unit may have more than one Grammar section.





Three activity modes appear:

- Explore
- Practice
- Test

Click one of the activity modes.

Each of the modes is explained below. Although you can choose any mode, it is recommended that you first **Explore**, then **Practice**, and finally **Test** yourself.

Grammar – Explore Mode

Click **Explore** to open the Explore window. An illustration appears with a play button  underneath. Click  to hear and display an animated example of the grammar point or structure.

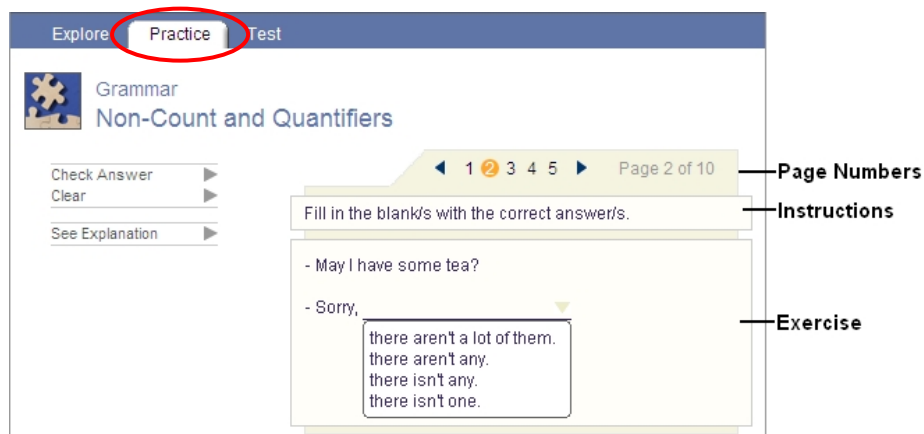


To explore the grammar component:

1. Click **See Explanation** to learn about the grammar point. If there is more than one page, click the page numbers at the bottom to browse the pages.
2. Click **See Text** to view the script.

Grammar – Practice Mode

Click **Practice** to open the Practice window. Use the Practice window to exercise your grammar skills.



If there is more than one practice page, click the page numbers to browse the pages.

In each practice page, follow the instructions on how to complete the exercise: drag answers to their correct place, select the correct answer from multiple-choice possibilities, mark true/false, etc. For information about the various exercise types, refer to *Chapter 7: Exercise Types*.

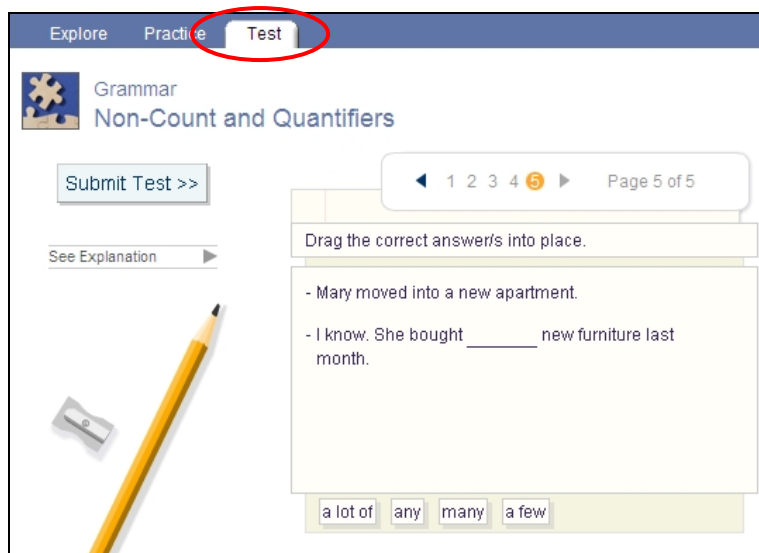
To help you complete a practice page, select any of the following:

- **Check Answer** – to view which of your answers are correct and which are not. *English Discoveries Online* places a ✓ next to correct answers and a ✗ next to incorrect answers. Click **Check Answer** again to clear the incorrect answers and try to answer the questions that were incorrect.
- **Clear** – to erase all the answers you entered. Now you can re-enter the answers.
- **See Explanation** – to view an explanation of the grammar point. A window pops up with an explanation.

Grammar – Test Mode

Click **Test** to open the Test window. You are presented with a short test on the grammar point you have just learned and practiced. After you submit the test, *English Discoveries Online* will check your answers and report the results.

Click **Start Test**. The Test window appears and displays the first of several test questions.



Follow the instructions on how to answer questions. Read each question carefully and answer it. If you wish, you can click **See Explanation** to view the explanation of the grammar point. If you don't know the answer to a question, you can skip it and come back to it later. Click the page numbers to move among the test questions.

After checking your answers, click **Submit Test**.

Viewing Test Results

English Discoveries Online checks the test you submitted and displays your test score.



Possible test scores are:

- 100% – Excellent!
- 85-99% – Very Good!
- 75-84% – Good!
- 60-74% – Try to improve your score!
- 0-59% – Try the test again!

You can click a question to see your answer, the correct answer, and the source text.

Chapter 7

Exercise Types

This chapter lists the various exercise types; instructions for completing the exercise; in which component and mode the exercise can be found; and an example of the exercise.

Multiple Choice Questions – Whole

In these exercises, access and review the source material (audio or text), and then answer the questions. Read each question and click the box next to the correct answer. To change an answer, click a different box. If there is more than one correct answer, it is specified in the instructions.

Component Reading

Mode Practice

Test

Example

Read the story "Wrong Color," and then answer the questions.

Why did the store manager laugh when he found Ms. Green's order?

- ☐ He thought it was funny that Mr. Brown still wanted a green chair.
- ☐ He understood that Ms. Green and Mr. Brown got each other's chairs.
- ☐ He thought it was funny that she was so angry.

How did Ms. Green get her brown chair?

- ☐ She went to another store and bought a brown chair.
- ☐ She went to the store, and the manager gave her the chair she wanted.
- ☐ She met Mr. Brown outside the store, and then they switched chairs.

Component	Listening
Mode	Practice
	Test

Example


Watch the TV show, and then answer the question.

Where does Karen find the pages of the script?

Choose the best answer.


- ☐ on the desk, on the floor, and under the chair
- ☐ on the desk
- ☐ on the desk, on the chair, and on the floor

Multiple Choice Questions – Segment

In these exercises, listen to the relevant segment of the passage by clicking the yellow arrow next to the question, and then click the box next to the correct answer. To change an answer, click a different box. To hear the whole script, click  under the audio device.

Component	Listening
Mode	Practice
Example	


Watch these clips of the TV show, and answer the questions.

 Why does the man on the phone talk to the young man?

- ☐ The man on the phone wants a cigarette.
- ☐ The man on the phone needs a pen.
- ☐ The man on the phone needs directions.

 What does the young man want?

- ☐ We don't know.
- ☐ a pen
- ☐ a cigarette

 Why doesn't the man on the phone give the young man a cigarette?

- ☐ The man doesn't want the young man to smoke.
- ☐ He is angry that the young man doesn't want to give him a pen.
- ☐ The man doesn't smoke, so he doesn't have any cigarettes.

Fill in the Blanks – Whole

In these exercises, access and review the source material (audio or text), and then complete the sentences. To complete a sentence, click the down arrow in the blank. A drop-down list appears with a choice of words to complete the sentence. Click the word that best completes the sentence. To change an answer, click the down arrow again and select a different word.

Component Reading

Mode Practice

Test

Example

Read the ad for the Clean-House Agency, and then complete the sentences.

The Clean-House Agency ▼ houses.

The Agency helps people ▼

The Agency ▼

sells

buys

cleans

Component Listening

Mode Practice

Test

Example

Listen to Chuck Wood's message, and complete the sentences.

This is the biggest sale of the ▼. The sale price for one magazine is only ▼. This is the price if you buy ▼ magazine

month

year

week

Component	Grammar
Mode	Practice
	Test

Example


Fill in the blank/s with the correct answer/s.

▼ coffee in the coffee pot, and ▼

There is
There are

table. Help yourselves.

Fill in the Blanks – Segment

In these exercises, listen to the relevant segment of the passage by clicking the yellow arrow next to the sentence. To hear the whole script, click  under the audio device. To complete the sentences, click the down arrow in the blank. A drop-down list appears with a choice of words to complete the sentence. Click the word that best completes the sentence. To change an answer, click the down arrow again and select a different word.

Component	Listening
Mode	Practice
Example	

Watch the TV and complete the sentences.

▶ Amy wants ▼ with her coffee.

▶ They don't want a ▼ wants, so Amy asks for

▶ In the end, Amy orders the ▼.

sweetener
sugar
honey

Cloze – Whole

In these exercises, access and review the source material (audio or text), and then complete the sentences. Where there are blanks, click a word from the section below the exercises that best completes the sentence. Then, drag and drop it in the blank. To move the word to a different blank, click the word again, and drag and drop it in the correct place. To return it to the section below the exercises, click the word again, and drag and drop it in that section.

Component Reading

Mode Practice

Test

Example

The Clean-House Agency is such a success that the newspaper wants to interview Mary. Read the interview, and fill in the missing words.

INTERVIEWER: Hi, Mary. Congratulations on the success of your _____. How did you think of the idea?

MARY: I tried to think of something people really _____, something that I'm good at. My friends always say how _____ my house is. I realized that's it! I'll start a cleaning agency. Many people are too busy or _____ to do _____.

INTERVIEWER: That's for sure! Who works for you?

MARY: I have about 20 people _____ for me, mostly students. They clean everything and go _____. I _____ them, send them out to jobs, and check their _____.

INTERVIEWER: Well, good luck with this very helpful business.

teach clean housework work tired
everywhere need working agency

Component Listening
Mode Practice
Test

Example

Listen to the weather report on the radio, and then choose the best words to complete this conversation according to the radio broadcast.

Harry: What is the weather going to be like today?

Klara: It will continue the way it has been -- cold and _____.

Harry: That sounds all right. I want to visit Lamont and Talia this evening. What do you think? It's a long ride.

Klara: No, that's not a good idea. A _____ is expected. There are going to be _____ and heavy rains. The weather report even said that there might be flooding.

Harry: Well, what about tomorrow then?

Klara: Yes, tomorrow would be better. The rain will stop and it will be _____. But it would be best to wait for the weekend. There will be _____ then, and _____ will rise.

cool and dry strong winds bright sunshine
temperatures storm frosty

Component Grammar
Mode Practice
Test

Example


Drag the correct answer/s into place.

- We _____ in Italy last week!

- That's exciting!

were is was are

Cloze – Segments

In these exercises, listen to the relevant segment of the passage by clicking the yellow arrow next to the sentence, and then complete the sentences. To hear the whole script, click  under the audio device. Where there are blanks, click the word from the section below the exercises that best completes the sentence. Drag and drop it in the blank. To move the word to a different blank, click the word again, and drag and drop it in the correct place. To return it to the section below the exercises, click the word again, and drag and drop it in that section.

Component Listening


Mode Practice

Example

Watch the clips of the TV program, and fill in the missing words.

 Tom: Morning.

Diana: Morning. Are you going to the _____
or the factory _____?

 Tom: I _____ go to the factory on
_____, but I have some big _____ at
the office.

usually

office

today

meetings

Tuesday

Classification

In these exercises, access and review the source material (audio or text), and then complete the table using the words available in the section under the table. Use the up and down arrows (▲, ▼) to scroll through the available words. To move a word into the table, click the word, and drag and drop it in the appropriate cell in the table. To move a word to a different cell, click the word again, and drag and drop it in a different cell. To return the word to the section under the table, click the word, and drag and drop it in that section.

Component Reading

Mode Practice

Example

Read about the family's picnic in the park. Then fill in the table. Put the family members under **Family** and the other people under **Others**.

Family	Others

uncle ▲ ▼

Component Listening

Mode Practice



Example

You are working on a boat, and your job is to give the weather report to the captain. Listen to the weather report on the radio, and then describe the weather in the table.

Today	Tonight	Tomorrow

frosty ▲ ▼

Matching

In these exercises, access and review the source material (audio or text), and then complete the table. For each row, complete the table using the words available in the section under the table. Use the up and down arrows ( , ) to scroll through the available words. To move a word into the table, click the word, and drag and drop it in the appropriate cell in the table. To move a word to a different cell, click the word again, and drag and drop it in a different cell. To return the word to the section under the table, click the word, and drag and drop it in that section.

Component Reading

Mode Practice

Example

Read the story "Wrong Color." Then complete the table by filling in the **opposites** of the highlighted words in the sentences.

Sentences	Opposites
Mr. Brown received the wrong chair.	
The store manager laughed when he found the mistake.	

Component Listening

Mode Practice

Example

Listen to the voice mail message, and fill in the correct information.

Name of product:	
Name of caller:	
Phone number:	

Mark the True

In these exercises, access and review the source material (audio or text), and then complete the table. Click the boxes next to the sentences that are true. When you click the box, an indication (■) appears in the box. To unselect the sentence, click the box again.

When you submit your exercise, and it is corrected, you will see an x next to false sentences that you marked as true, and true sentences that you did not select.

Component Reading

Mode Practice

Example

Read Tammy's postcard, and select the sentences that describe her job.

- ☐ She wants to tell people to go home.
- ☐ She sells women's clothing.
- ☐ She sits for most of the day.
- ☐ Her job is very boring because there are not many customers.

Component Listening

Mode Practice

Example

Watch the TV show, and select the sentences that are true. Amy is the girl with black hair, and Katie is the girl with blond hair.

- ☐ The waiter offers Katie a hamburger.
- ☐ Katie wants pizza.
- ☐ The restaurant has excellent pizza and lasagna.
- ☐ Amy likes to drink coffee with sweetener.

Sequencing Sentences

In these exercises, access and review the source material (audio or text), and then place the sentences in the correct order according to the source material. To move a sentence, click the sentence, and drag and drop it above or below another sentence.

Component Reading

Mode Practice

Example

Read about the picnic, and then put the sentences into the right order.

- 1 It was time to go home.
- 2 Someone started throwing food.
- 3 There was potato salad everywhere.

Component Listening

Mode Practice

Example

Listen to Mary's voice mail message. Then describe what happened by putting the sentences into the right order.

- 1 The doctor will tell them if Mike's leg is broken.
- 2 The truck crossed over to the wrong side of the road.
- 3 Mary and Mike were driving on Route 6.

Sequencing Images

In these exercises, access and review the source material (audio or text), and then place the images in the correct order according to the source material. To move an image, click the image, and drag and drop it in the right place.

Component Reading

Mode Practice

Example

Read the story "Wrong Color," and then put the pictures into the right order.



1



2



3



4



5



6

Chapter 8

Working in the Community Site

The English Discoveries Community site enables you to communicate with other **English Discoveries Online** users, develops your Internet literacy skills, and offers language enrichment activities. To access the Community site, click **Community** in the top bar of the main **English Discoveries Online** window.



You can select from the following options:

- **Forums** – join the many discussions that are being held in the forums, initiated and moderated by Edusoft or teachers.
- **Magazine** – read regularly updated articles on a wide range of topics.
- **Web Pals** – contact learners from all over the world and write to them in English.
- **InSite** – view tips on how to access interesting Internet sites and read short descriptions about them.

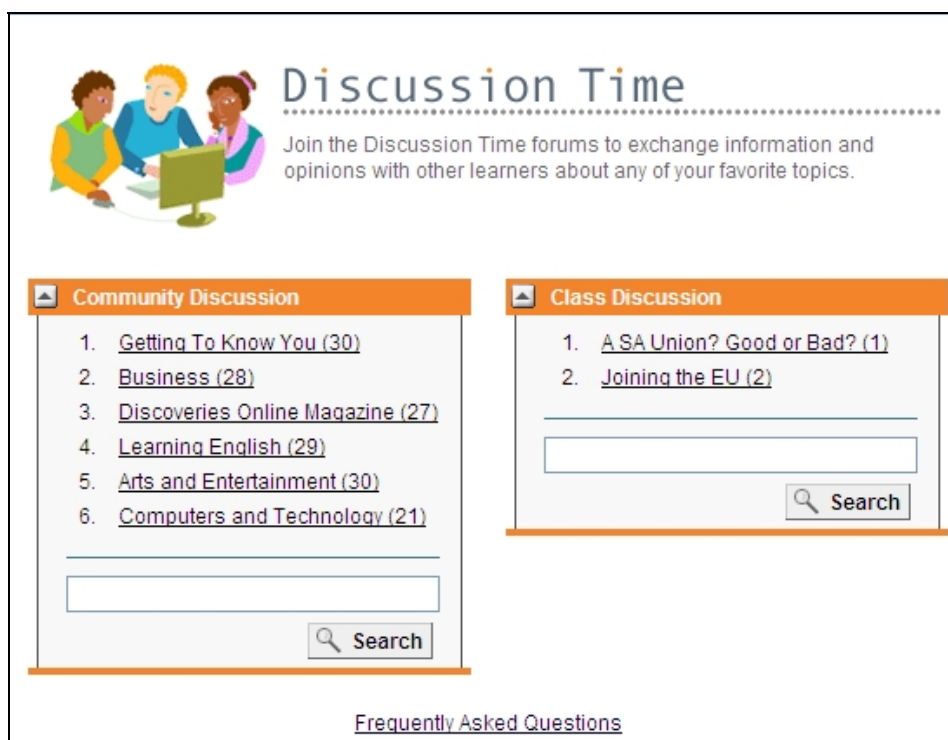
- **WordZone** – a vocabulary game. Guess the hidden word by using the clue and guessing the letters in the word.
- **Talking Idioms** – learn the meaning of idiomatic expressions.

Forums

The **Discussion Time forums** enable you to exchange information and opinions with other learners in the global community.

There are two kinds of forums:

- Community Discussion Forum
- Class Discussion Forum



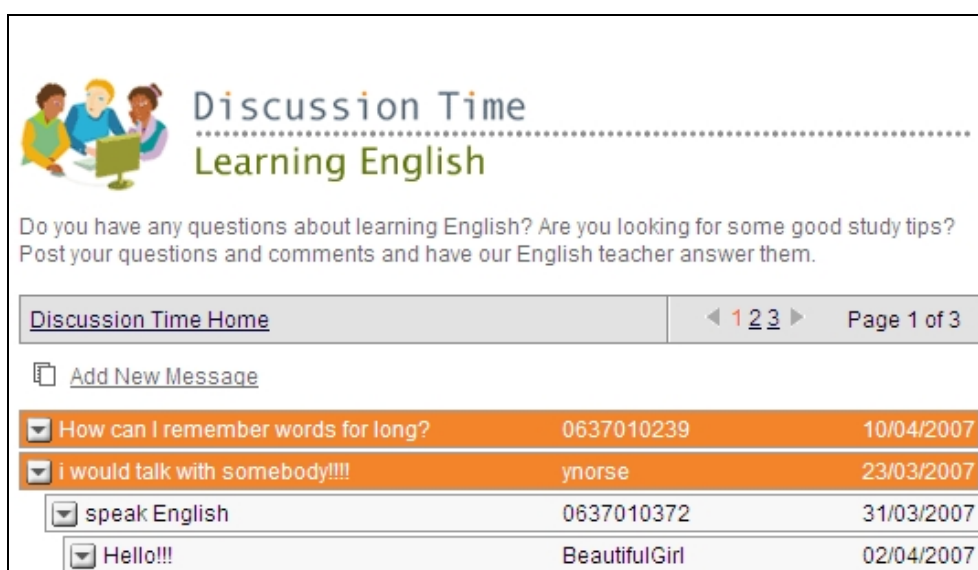
Community Discussion Forum

The **Community Discussion** forum is moderated by Edusoft and enables you to communicate with the global *English Discoveries Online* community. In this forum, you can ask questions, express personal opinions and share experiences with fellow learners from all over the world.

Class Discussion Forum

The **Class Discussion** forum is created and moderated by the teacher and enables you to communicate with fellow learners in their institutions.

Once you have entered the forum and chosen a topic of interest, a screen similar to the one below appears.



The screenshot shows the 'Discussion Time Learning English' forum interface. At the top, there is a logo with three people and the text 'Discussion Time Learning English'. Below the logo, a message asks: 'Do you have any questions about learning English? Are you looking for some good study tips? Post your questions and comments and have our English teacher answer them.' A navigation bar includes a link to 'Discussion Time Home', page numbers '1 2 3', and 'Page 1 of 3'. Below this is a link to 'Add New Message'. A list of messages is displayed, each with a checkbox, the message text, the user's name, and the date.

<input checked="" type="checkbox"/>	How can I remember words for long?	0637010239	10/04/2007
<input checked="" type="checkbox"/>	i would talk with somebody!!!!	ynorse	23/03/2007
<input type="checkbox"/>	speak English	0637010372	31/03/2007
<input type="checkbox"/>	Hello!!!	BeautifulGirl	02/04/2007


You can choose from the following options:

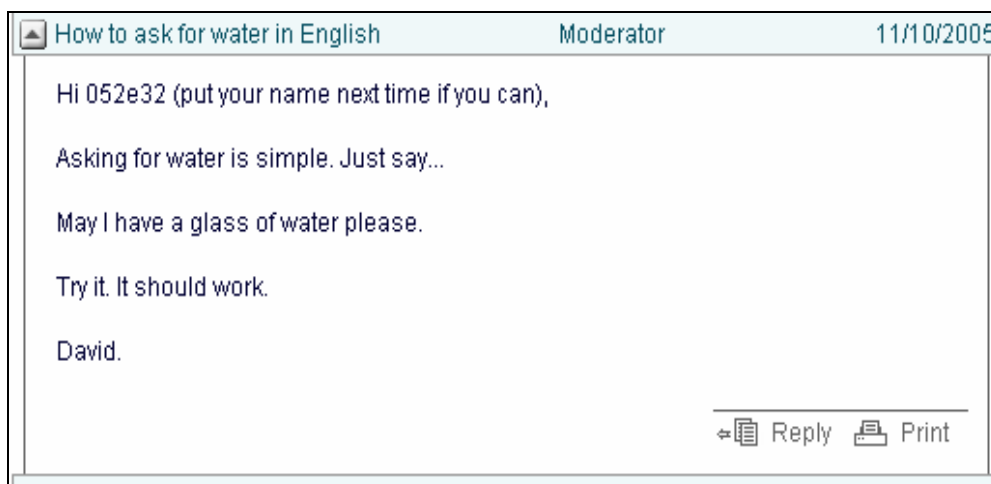
- Read messages
- Reply to an existing message
- Add a new message

Read Messages

On the first page of the forum (**Community Discussion** forum or **Class Discussion** forum), you will see a list of messages which the learners posted for discussion. Each message is structured in the following way:


- The title of the message appears on the left side.
- The learner's user name appears in the center.
- The date when the message was posted appears on the right side.

In order to read a message, click the  button located on the left side of each message line and the message will open.



Reply to a Message

To reply to a message:

1. Once you opened the message, as described above, click the  **Reply** option located in the lower right-hand corner of the message box.
2. A message window will pop up and you can start writing a message.
3. You can attach .gif, .jpg, .doc, .xls, .ppt, .txt, and .rtf files to the post.
4. When you finish writing the message, click **Send** to post the message.

Dictionary

The message window contains a built-in dictionary, which you can use to check your spelling and translate unknown words.

- Click **Dictionary** and the dictionary window will appear to the right of the message window. Enter a word or phrase and click **GO** to translate or define it. You can either choose a bilingual dictionary or an English one.

The screenshot shows a forum interface. On the left, there is a message composition window. At the top left of this window is an icon of three people (two adults and one child) sitting around a table with a laptop. To the right of the icon is a dotted line separator. Below the separator are two buttons: 'Send' and 'Dictionary'. Below these buttons is a 'Title:' label followed by a text input field. Below the title field is a large, empty text area for writing the message. On the right side of the interface is a 'Dictionary' sidebar. It has a search input field at the top with a 'GO' button and an orange arrow. Below the input field is a dropdown menu currently showing 'English/Spanish'. At the bottom of the sidebar are two icons: a question mark labeled 'Help' and a book icon.

Add a New Message


In addition, you can create a new message and post it to the forum for discussion.

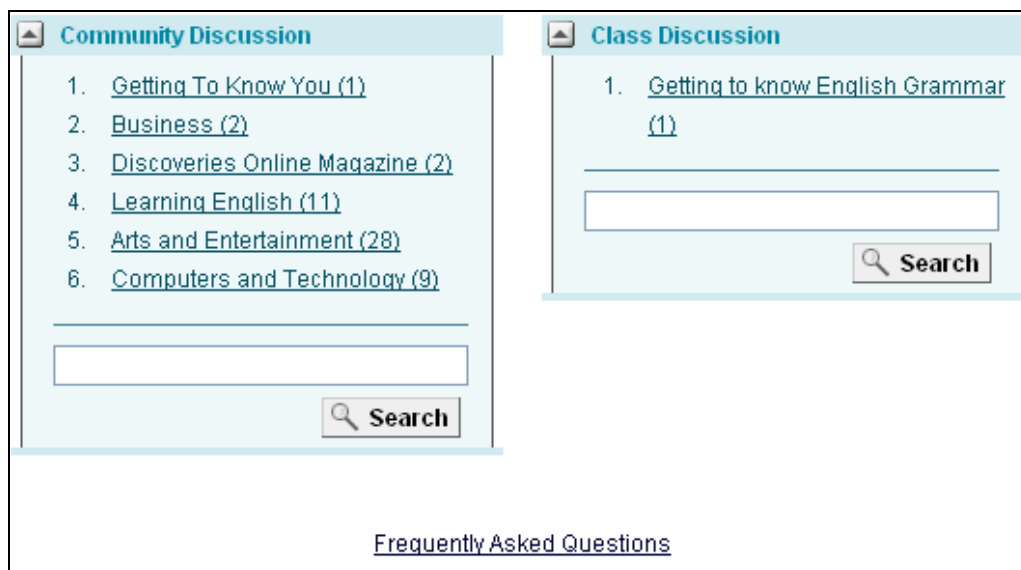
To add a new message:

1. Click **Add New Message**.
2. A message window will pop up.
3. Write the title of your message in the Title line.
4. Start writing your message. When you finish, click **Send** to post the message to the forum.

Search in Forum

In the **Community Discussion** and **Class Discussion** forums, there is a **Search** option, which will help you find messages containing the topics you are searching.

- Enter the keyword in the search line and press  **Search** .
- The search results will appear as a list of messages containing the keyword.



Forum FAQ

If you have questions regarding the use of the **Discussion Time** forums, you can first look for the answers in the forums' FAQ, where the main terms and rules of the forums are explained. It is also highly recommended to read the FAQ prior to entering the forums' discussions.

To open the FAQ page:

1. Click the **Frequently Asked Questions** link (shown in the picture above).
2. The forums' FAQ window will pop up. Read the FAQ carefully.

Magazine

Discoveries Magazine is regularly updated and includes articles on a broad range of topics, such as Science & Technology, Business, Environment, etc. All articles appear at three levels of difficulty: Basic, Intermediate, and Advanced - enabling you to read the same article at a level suitable to you.

Browsing the Magazine

To open the magazine, click the **Magazine** bar or go to the **Magazine** area of the **Community Site**. The **Magazine** home page appears.

[Back To Menu](#)
[Current Issue](#)
[Archive](#)






March 2007

Think Before You Fly!

(General Interest)

Do you fly often?
Can you think of any reasons for not flying?



Easy Jet is a British-based company providing cheap flights around Europe. According to their mission statement, they seek to "provide customers with safe, good value, point-to-point air services... appealing to leisure and business markets." They are certainly upbeat; their company slogan reads, "Come on, let's fly!"

It makes you wonder, though - if they are ...

[Read More](#)



More Precious Than Oil

(Environment)

Look at any satellite picture of the earth, and you can't help but notice the sheer amount of water covering the ...

[Read More](#)

Level:

Previous Issues

[February 2007](#)
[January 2007](#)
[December 2006](#)
[November 2006](#)
[October 2006](#)

[Full List...](#)

Topics

[World](#)
[Business](#)
[Science & Technology](#)
[Environment](#)
[Lifestyle](#)
[Arts & Entertainment](#)
[Sport](#)
[Health](#)
[General Interest](#)

The **Magazine** home page consists of several sections:

- Main article
- Abstracts of other new articles
- Drop-down menu with three levels of difficulty
- Archive of previous issues
- List of available article topics

Main Article

The Main Article is the first article published in the current Magazine issue. The Magazine main page contains the article's title and pre-reading questions, followed by the article's introductory text.

To continue reading the Main Article, click [Read More](#). The full text of the article will appear on the screen.

Other New Articles

Under the Main Article, there is a section containing a number of other new article abstracts. To read an article, click the article's link.

Level

Choose the level of difficulty for the current article you are about to read. There are three levels of difficulty:

- Basic
- Intermediate
- Advanced

Archive

The archive gives you access to articles from previous issues. The issues are ordered according to months. Each issue includes articles on a number of topics.


List of Topics

To view articles on a relevant topic:

1. Click a topic you are interested in. A list of all articles relevant to the topic will appear.



The articles are arranged so that the most recent one will appear first.

2. Once you have decided which article you would like to read, click  [Read More](#) . The full article will appear.

Article's Full Page

When the full article opens, select from the **Level** drop-down menu the difficulty level for the article you are about to read.

When the difficulty level is set, start reading the article. If you feel that the text is too difficult, you can choose a lower level of difficulty.

In addition to the article text there are two kinds of activities:

- Pre-reading questions
- Post-reading questions



Discoveries Magazine

March 2007

More Precious Than Oil

(Environment)

Level: Advanced

 [Glossary](#)

 [Related Links](#)

 [Archive](#)

Some people say that water will soon be more valuable than oil. Why do you think they are saying this?



Look at any satellite picture of the earth, and you can't help but notice the sheer amount of water covering the planet's surface. In fact, over 60% of the earth's surface is water. Why, then, does one out of every six people on earth lack access to clean water? Answer? Only a mere 2.5% of it is drinkable!

Questions

◀ 1 2 3 4 5 ▶

Why do so many people lack access to clean water?

- ☐ because most of it is undrinkable
- ☐ because most of it is wasted
- ☐ because it is too expensive

There are three features:

- Glossary
- Related Links
- Link to the Archive



The Issue details above the article's title remind you which Issue of the Magazine you are currently browsing.



To see other articles on the topic, click the topic link located under the article's title.

Pre-Reading Questions

Pre-reading questions appear before the article's text and they introduce the topic of the article. They provoke curiosity and are designed to help you become familiar with the topic.




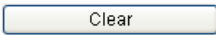

Teachers can use the pre-reading questions as a warm-up activity prior to reading the article.

Post-Reading Questions

Once you have read the article, go to the **Questions** section located under the **Archive** link on the right side of the page.

Post-reading questions are designed to help you understand the article. Each question has a number of possible answers from which to choose.

To answer the post-reading questions:

- Read the questions carefully and look at suggested answers.
- Once you decided which answer is correct, click the  button to mark the answer.
- You can check if your answer is correct by clicking .
- You can find out the correct answer by clicking .
- Click  to clear the answer.
- Click the next question number or  to proceed to the next question.

Glossary


To the right of the selected article there is a **Glossary** feature, which displays the new vocabulary used in the current article. Once you click it, all new words are highlighted in the article text.

Clicking any highlighted word in the text opens a Glossary window containing a definition of the word.

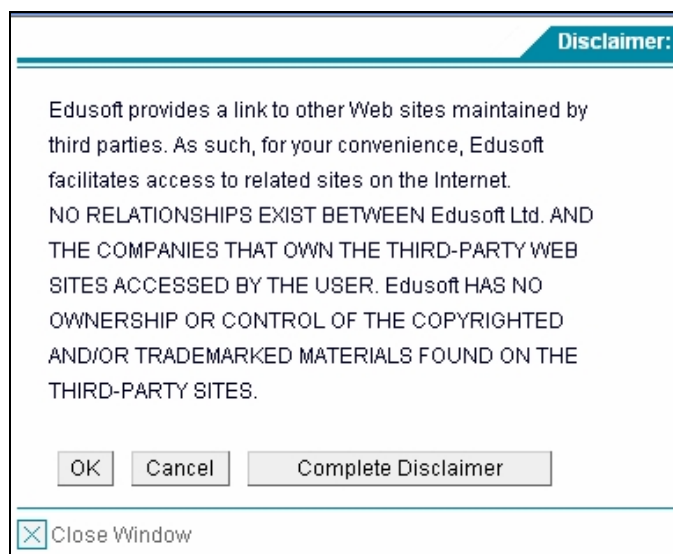
Related Links

Each article in the **English Discoveries Magazine** contains a **Related Links** feature, which allows you to learn more about the topic discussed in the article by referring you to authentic websites.

To read more about the topic in other websites:

1. Click  [Related Links](#) under the Glossary. You will go to the Related Links text box located at the bottom of the page.
2. Click one of the links. A **Disclaimer** window will pop up.

3. Read the **Disclaimer** and click **OK** to go to the external website.



Link to the Archive

The **Archive** link, which appears underneath the **Related Links** icon, takes you to articles that were published in previous issues. In the **Archive** page, a list of previous issues on one topic appear according to date. To see other topics in the archive, select other available article topics.



*To return to the Magazine's main page, click the **Current Issue** tab located above the **Discoveries Magazine** logo. To return back to the Archive, click the **Archive** tab.*

Web Pals

Web Pals is an internal email system that identifies all registered **English Discoveries Online** users, and sends messages from them and delivers messages to them through the Web Pals mail service.



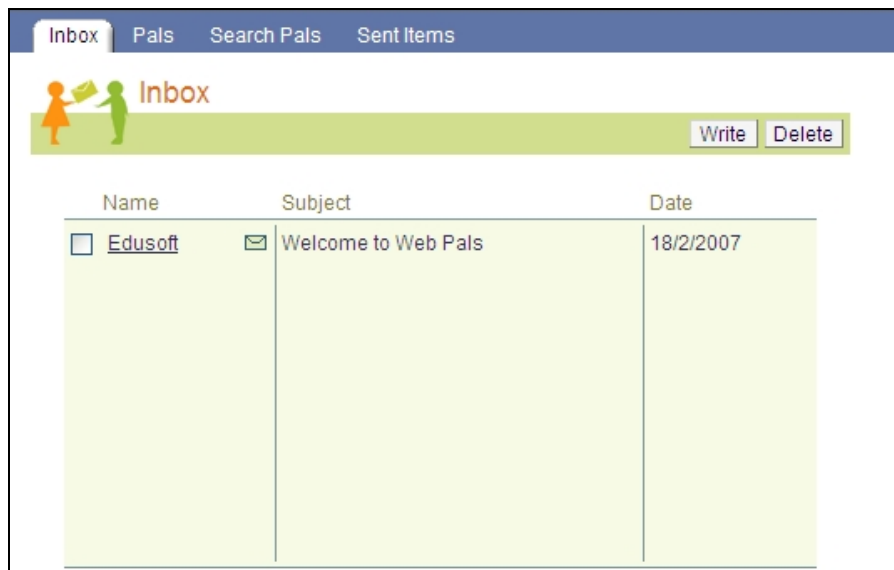
You do not need to have your own email address or know the email address of your web pal to use Web Pals.

Click **Web Pals** in the Community page to access the email services of the **English Discoveries Online** community.

Inbox

Click **Inbox** in Web Pal's top bar to view a list of the mail messages you have received. The Inbox lists the name of the person who sent you mail, the subject of

the message, and the date you received the message. An envelope icon next to the name indicates that the mail message is new.



From the Inbox, you can do the following:

- Read a mail message
- Write a mail message
- Delete a mail message

Reading a Mail Message

To read a mail message, click a name in the inbox. The Read Message window appears.



The From area contains the name of the person who sent the mail message, the Subject area tells you what the mail message is about, and the Message area contains the text of the mail message.

From the Read Message window, you can:

- **Reply** – send a mail message back to the sender.
- **Save Pal** – save the sender as a web pal.
- **Dictionary** – open the *English Discoveries Online* dictionary. For more information about how to use the dictionary, refer to *Dictionary* in *Chapter 1: Welcome to English Discoveries Online*.

Writing a Mail Message

To write and send a mail message, check the box in the inbox next to the name of the person to whom you want to write and click **Write**. The Write Message window appears.



If you want to write the same message to more than one person, check the box next to the multiple names in the inbox list and click Write.

The screenshot shows a 'Write Message' dialog box. At the top, there's a title bar with a blue icon and the text 'Write Message'. Below the title bar, there are two buttons: 'Send' and 'Dictionary'. The main area is divided into three sections: 'To:' with the text 'Edusoft', 'Subject' with a text input field, and a large 'Message Area' for typing the message. Labels 'Subject Area' and 'Message Area' point to their respective sections.

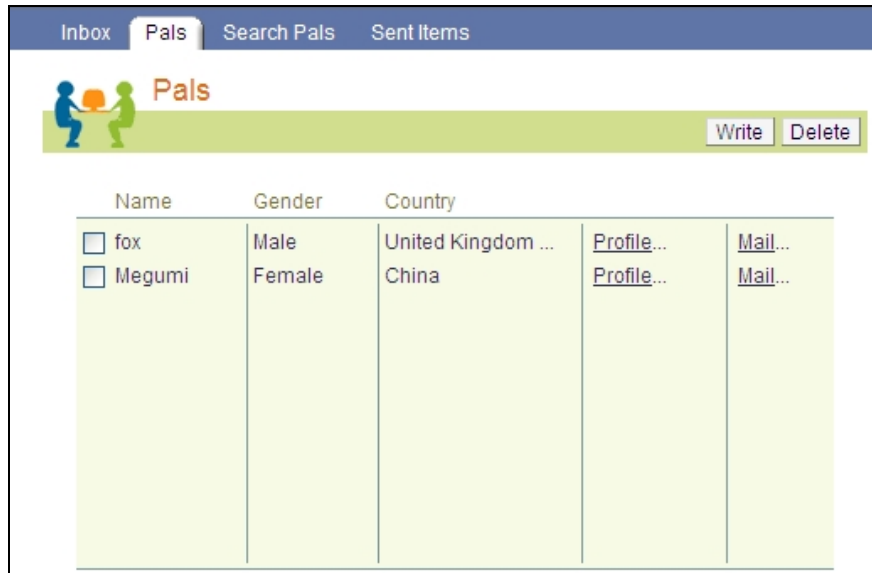
Type the subject of your message in the Subject area. Type your message in the Message area. You may use the dictionary for help. Click **Send** to send the mail message.

Deleting a Mail Message

To delete a mail message, click the box next to the name (or names) of the person who wrote the message, and click **Delete**.

Pals

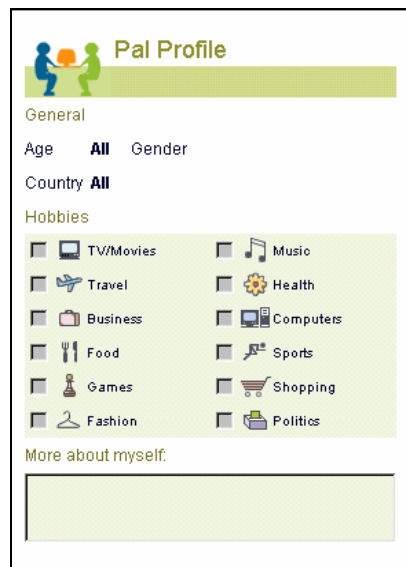
Click **Pals** in Web Pal's top bar to view your list of web pals. The Pals window lists the following information about your web pals: name, gender, and country of origin.



Name	Gender	Country	Profile...	Mail...
<input type="checkbox"/> fox	Male	United Kingdom ...	Profile...	Mail...
<input type="checkbox"/> Megumi	Female	China	Profile...	Mail...

Profile

Click **Profile** to see your web pal's profile. The Pal Profile window appears with your web pal's age, gender, country, and list of hobbies.



Pal Profile

General

Age **All** Gender

Country **All**

Hobbies

<input type="checkbox"/> TV/Movies	<input type="checkbox"/> Music
<input type="checkbox"/> Travel	<input type="checkbox"/> Health
<input type="checkbox"/> Business	<input type="checkbox"/> Computers
<input type="checkbox"/> Food	<input type="checkbox"/> Sports
<input type="checkbox"/> Games	<input type="checkbox"/> Shopping
<input type="checkbox"/> Fashion	<input type="checkbox"/> Politics

More about myself:

Mail

Click **Mail** to see a history of the messages you sent or received from your web pal. The Pal History window appears with the name of the sender, subject of each mail message, and the date the mail message was sent.



From the Pal History window, you can:

- View a previous message by clicking the name of the person to whom the mail message is associated.
- Click **Reply** to send a mail message back to your web pal.
- Click **Dictionary** to open the *English Discoveries Online* dictionary. For more information about how to use the dictionary, refer to *Dictionary* in *Chapter 1: Welcome to English Discoveries Online*.

Write

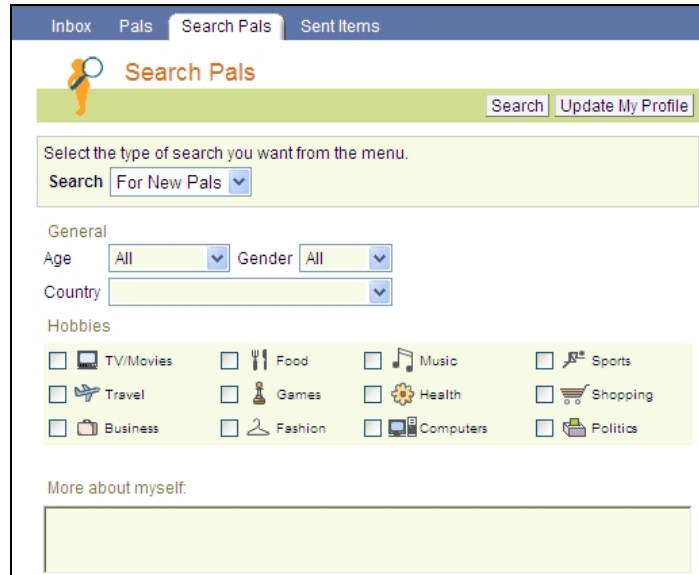
To write and send a mail message, check the box next to the name of the person to whom you want to write from your web pal list and click **Write**. For more information about how to write and send a message, refer to *Writing a Mail Message* on page 83.

Delete

To delete a mail message, click the box next to the name (or names) of the person in the inbox whose message you want to delete and click **Delete**.

Search Pals

Click **Search Pals** in Web Pal's top bar to search for web pals to write to. The Search Pals page appears.

The screenshot shows the 'Search Pals' page. At the top, there is a navigation bar with tabs for 'Inbox', 'Pals', 'Search Pals' (which is active), and 'Sent Items'. Below the navigation bar is a header section with a magnifying glass icon and the text 'Search Pals'. To the right of this header are two buttons: 'Search' and 'Update My Profile'. Below the header, there is a section titled 'Select the type of search you want from the menu.' with a 'Search' label and a dropdown menu currently set to 'For New Pals'. Underneath this is a 'General' section with three dropdown menus: 'Age' (set to 'All'), 'Gender' (set to 'All'), and 'Country'. Below the 'General' section is a 'Hobbies' section with a grid of 12 checkboxes, each with an icon and a label: TV/Movies, Food, Music, Sports, Travel, Games, Health, Shopping, Business, Fashion, Computers, and Politics. At the bottom of the form is a section titled 'More about myself:' followed by a large text input area.

You can search for web pals according to a number of categories; at the same time, you can enter and update your profile.

The **Search Menu** has a drop-down list that gives you the following search options:

- **Search For New Pals**
- **Search By Name**

Search for New Pals

This search mode is automatically selected for you and you can use it to find pals that share common interests with you.

Fill in the following sections:

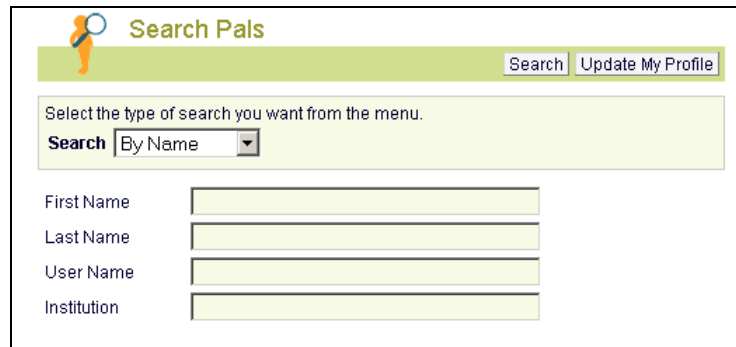
- **General section** – select the age, gender, and country of the web pals you are looking for.
- **Hobbies section** – click the box next to the hobbies you would like your web pals to have. To unselect a box, click it again.
- **More about myself section** – type personal information that you want to share with others.

Click **Search** in the Search Pals bar to initiate the search for web pals.

Search By Name

Use this search if you know the user's first name, last name, user name, or institution.

The following window appears:



Search Pals Search Update My Profile

Select the type of search you want from the menu.

Search By Name

First Name

Last Name

User Name

Institution

Try to fill in as much information as possible about the user you are looking for.

Click **Search** in the Search Pals bar to initiate the search for a web pal.



If this is the first time you are accessing Web Pals, fill in your details in the My Profile window and click Submit.

Search Results

The Search Result window lists the names, ages, genders, and countries of the web pals found in the Web Pals search. Click the numbers in the page navigation to view pages containing additional lists of web pals. Click **More** to view your web pal's profile.



Search Result Write Add Pal New Search

Search Result New Pal

Name	Age	Gender	Country	
<input type="checkbox"/> rjofre	14 - 20	M	Chile	more...
<input type="checkbox"/> ruth	21 - 35	F	Spain	more...
<input type="checkbox"/> sheila	21 - 35	U	United Kin...	more...
<input type="checkbox"/> sila	All	U	Russia	more...
<input type="checkbox"/> SSRU083	14 - 20	F	Thailand	more...
<input type="checkbox"/> SSRU187	All	U	Thailand	more...
<input type="checkbox"/> SSRU203	21 - 35	F	Thailand	more...
<input type="checkbox"/> SSRU330	14 - 20	F	Thailand	more...
<input type="checkbox"/> SSRU366	14 - 20	F	Thailand	more...
<input type="checkbox"/> student2	All	U	El Salvado...	more...

1 2 3 4 5 Page 4 of 5 Page Navigation

In the Search Result window, you can do the following:

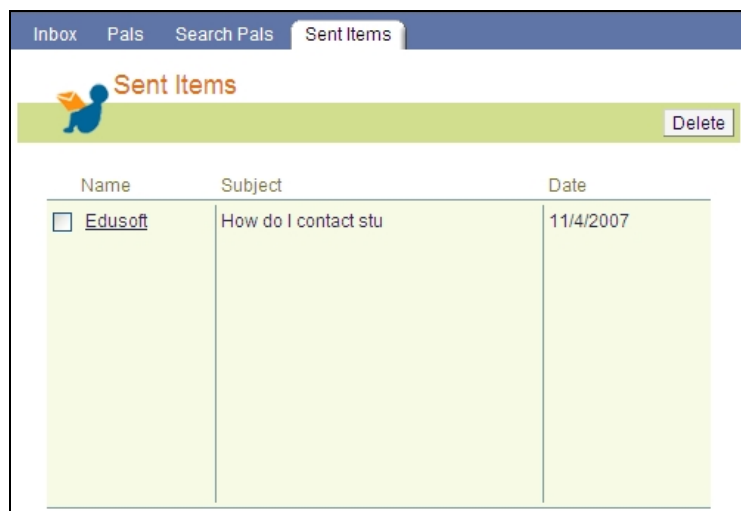
- **Write** – write and send a message to a web pal. Check the box next to the name of the person in the web pal list to whom you want to write, and click **Write**. If you want to write the same message to more than one web pal, click the names of all the pals to whom you want to write.
- **Add Pal** – select the names of the people you want as web pals and click **Add Pal**. The names you selected will be added to your web pals list.
- **New Search** – to initiate a new web pal search with different details, click **New Search**.

Update My Profile

To update your profile, click **Update My Profile**. My profile window appears. Make any changes you want and click **Submit**.

Sent Items

Click **Sent Items** in Web Pal's top bar to see a list of the mail messages you have sent. The Sent Items list contains the names of the people to whom you've sent mail messages, the subject of the mail messages, and the date the mail messages were sent.



Name	Subject	Date
<input type="checkbox"/> Edusoft	How do I contact stu	11/4/2007

In the Sent Items window, you can do the following:

- To read a mail message you've sent, click the name of the person to whom you sent the message. The Read Message window appears with the text of the mail message.
- To delete a mail message from the Sent Items list, check the box next to the mail message you want to delete and click **Delete**.

InSite

InSite provides recommendations of interesting Internet sites. Each recommendation includes a short description of the site and tips on how to use the site.

Click **InSite** in the Community page. The Current Review page appears.

Archive

Current Review Archive

Site Name **Ditto.com**

The World's Leading Visual Search Engine

Recommended By Recommended by Edusoft

Site Review

Do you often look for information on the Internet? Do you understand the information you get from your search engine? Do you need help deciding which is the best site?

In a regular search, when you type in a word, you get a long list of web sites with descriptions of them.

Now there is an easier way to find what you want on the web - by images.

Ditto.com is a visual search engine. It searches for photos and pictures from different websites. Just choose the image you want, click on it and go to that website.


Tips


Imagine you're looking for information about dogs. This is what you do:

1. Type in the word "dog" and click "Search." (Use the detailed view. This gives you the name of the site, a list of words about the site and a link to it)
2. After a few seconds, you get a list of images of dogs that **Ditto.com** found for you.
3. Click on an image you like and go to that website.

Date 8/16/2001

Level: Basic Level

 <http://www.ditto.com/> Link to Site

 **Opinion Poll** Opinion Poll


Tell us what you think about this site:

☐ I think it's a very helpful site.

☐ I know some better sites.

☐ I prefer to use a text search.

Submit

 **Recommend a Site** Recommend a Site

Did you see an interesting site? Tell us about it.

Recommend

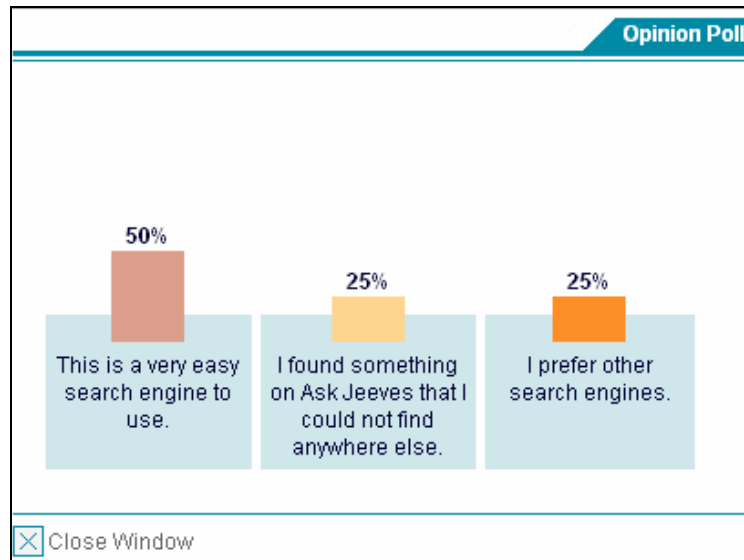
The Current Review page contains the following information:

- **Site Name** – the name of the Internet site.
- **Recommended By** – the name of the person who recommended the site.
- **Site Review** – a review of the site.
- **Tips** – tips on how to use the site.
- **Date** – the date this InSite review appeared.
- **Archive** – click **Archive** to read previous InSite reviews.
- **Level** – select your reading level so that you have access to reviews of Internet sites that are appropriate for your level.
- **Link to Site** – click the link to go to the Internet site.



If you click a link to a site, you won't leave the English Discoveries Online site. A new Internet Explorer window will open in which the recommended site will be loaded.

- **Opinion Poll** – after visiting a site, select the sentence that best describes how you feel about the site, and click Submit. The Opinion Poll window will pop up.



- **Recommend a Site** – recommend an Internet site that you like and think that others will enjoy.

Recommend a Site

To recommend an Internet site to others, click **Recommend** in the Current Review page of the InSite window. The Recommend a Site window appears.

The Recommend a Site window contains the following fields and options:

- Recommended by:** A text input field with the placeholder "Please enter your name."
- Can we publish your name if we review this site?**
 - ☒ No. I don't give you permission to publish my name.
 - ☐ Yes. You have my permission to publish my name.
- Select your country:** A dropdown menu with the placeholder "Select your country".
- Address of Site - URL:** A text input field with the placeholder "http://www."
- What is the site about?:** A large text area for describing the site.
- Comments:** A small text input field at the bottom.

Fill in the form as follows:

- **Recommended by** – fill in your name.
- **No. I don't give you permission to publish my name.**
Yes. You have my permission to publish my name. – click the button next to the sentence you want to select.
- **Select country** – select your country from the drop-down list.
- **Address of Site** – type the address (URL) of the site you are recommending.
- **What is the site about** – type a short description of the site.
- **Comments** – type anything else you wish to add.
- **Submit** – click **Submit** to send your recommendation to *English Discoveries Online*.

Archive

The Archive section contains previous InSite reviews. Select your reading level so that you have access to reviews of Internet sites appropriate for your level. For each review, the following appears: the Internet site link, subtitle, and date the review first appeared on InSite. As you move your cursor over the name of the Internet site, the graphics change to reflect the Internet site.



Click the Internet site link to read the review. The Internet site review appears. It is similar to the Current Review page with the addition of the archive menu pager.



In the archive menu pager, you can do the following:

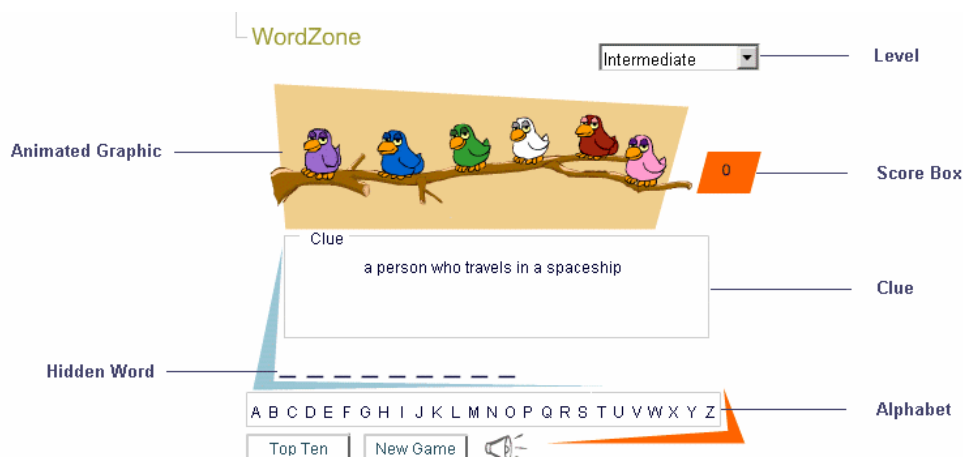
- **Back to Archive** – click to go to the Past Reviews menu.
- **Previous** – click to go to the previous InSite review in the archive.
- **Next** – click to go to the next InSite review in the archive.
- **Level** – choose your reading level so that you have access to reviews of Internet sites appropriate for your level.

Click **Current Review** to go to the latest InSite review.

WordZone




WordZone is a vocabulary game. You have to guess the hidden word by using the clue that appears on screen. You have six chances to guess the word.

Click **WordZone** in the Community site menu page. The WordZone page appears.



Choose your level of play. A game appears that is appropriate for your level. Each dash represents a letter in the hidden word. Use the clue (either a picture or a sentence) to try to guess what the word is.

Click a letter in the alphabet, or click a dash and type the letter. If the letter you chose is correct, it will appear in all the places it appears in the word. Any letter you have already chosen appears in the alphabet in a lighter color and you can't choose it again.

If you choose a correct letter, the graphic dances and you get points. Your points appear in the score box. If the speaker is on (), you will hear a congratulatory noise. To turn off the speaker, click  . To turn on the speaker, click  .

If you chose the wrong letter, you lose one of your six chances. This is indicated by the graphic above the clue. For example, in the above game, the letter "I" was an incorrect choice, so one of the birds hangs upside down from the branch instead of sitting on it. Now you only have five more chances left.

Click **New Game** to end the current game and start again. If you start a new game without finishing the current game, you lose all the points you accumulated in the current game.

Click **Top Ten** to see the names and scores of the top ten WordZone players. If you get enough points, you too will be listed in the top ten!






Talking Idioms

An idiom is a special kind of expression. The meaning of an idiom is not the same as the meaning of the words in the idiom. In Talking Idioms, you can learn lots of idioms. You hear them, learn their meaning, see them used in an animated comic, and then practice them by recording yourself saying them.

Click **Talking Idioms** in the Community page. The Talking Idioms page appears.



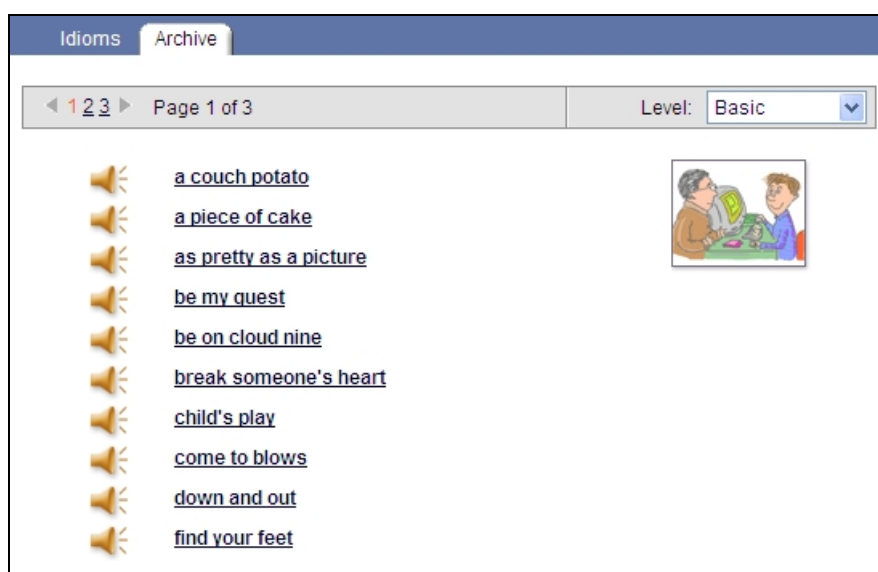
The Talking Idiom page consists of the following:

- **Idiom** – in the above example, *see red* is the idiom being taught.
 - Click  to hear the idiom.
- **Record the Idiom** – enables you to record yourself saying the idiom.
 - Click  to record the idiom.
- **Explanation** – describes what the idiom means.
- **Example** – an example of the idiom used in a sentence.
- **Comic** – listen and see how the idiom is used in an everyday situation. Use the control panel to play the recording of the comic.
 - Click  to play the recording.
 - Click  to stop the recording.
 -  measures how much of the recording you've heard.
- **Level** – choose your reading level to learn idioms appropriate for your level.

Click **Archive** to view the Idioms Archive.

Idioms Archive

The Idioms Archive contains the idioms that have previously appeared in the Talking Idioms section of this site.



The Idioms Archive page contains the following features:

- Using the page navigation, click a page number, or click the arrows to move backwards or forwards between archive screens.
- Select your reading level to view idioms that are appropriate for your level.
- The date the idiom first appeared in Talking Idioms.
- Click 🔊 to hear the idiom.
- Move your cursor over the idioms to view its comic.
- Click the idiom to learn more about it. The idiom's page appears.



In the archive menu pager, you can do the following:

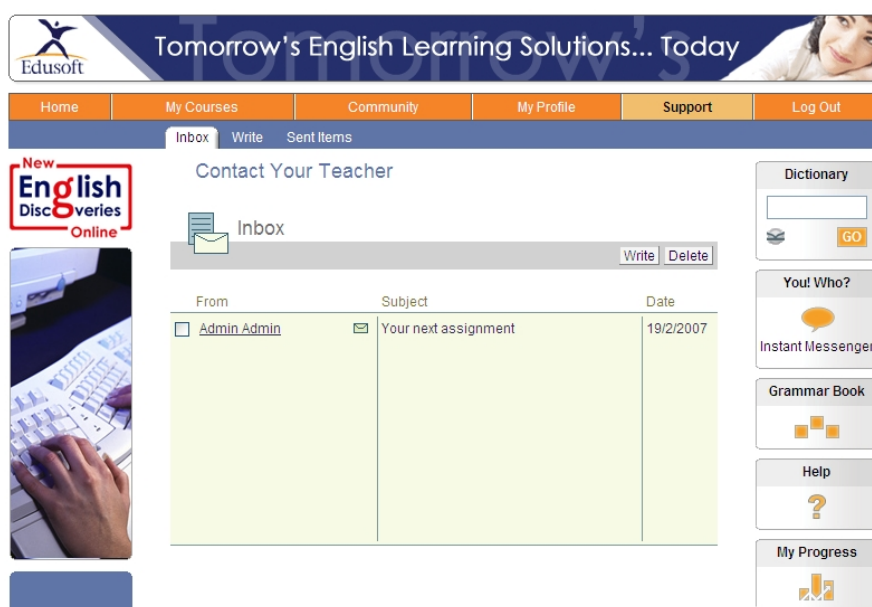
- **Back to Archive** – click to go to the Idiom Archive menu.
- **Back** – click to go to the previous idiom in the archive.
- **Next** – click to go to the next idiom in the archive.
- **Level** – choose your reading level to display idioms appropriate for your level.

Chapter 9

Support

The **English Discoveries Online** Support Section contains tools that allow you to communicate with your teacher. You can send messages to, and receive messages from, your teacher. To access the Support section, click SUPPORT in the top bar of the main **English Discoveries Online** window. This opens the **Contact Your Teacher** screen.

Contact Your Teacher

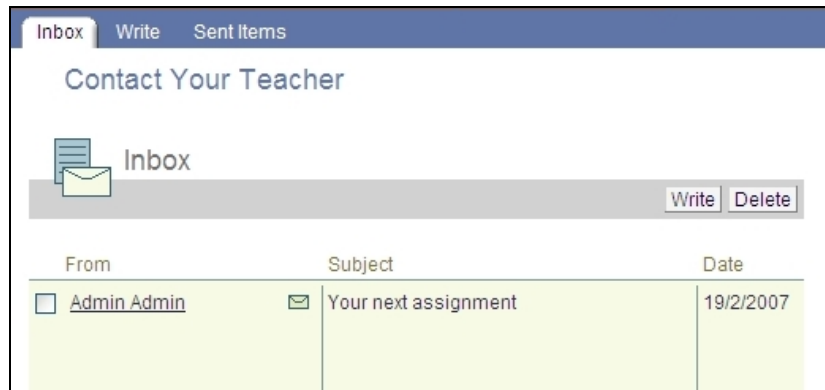


You can select from the following:

- **Inbox** – where you can read, reply to, and delete messages from your teacher.
- **Write** – where you can write to your teacher.
- **Sent Items** – where you can view and delete messages that you have sent to your teacher.

Inbox

Click **Inbox** in Contact Your Teacher's top bar to view a list of the mail messages you have received from your teacher. The Inbox lists the name of the teacher who sent you mail, the subject of the message, and the date you received the message. An envelope icon next to the name indicates that the mail message is new.

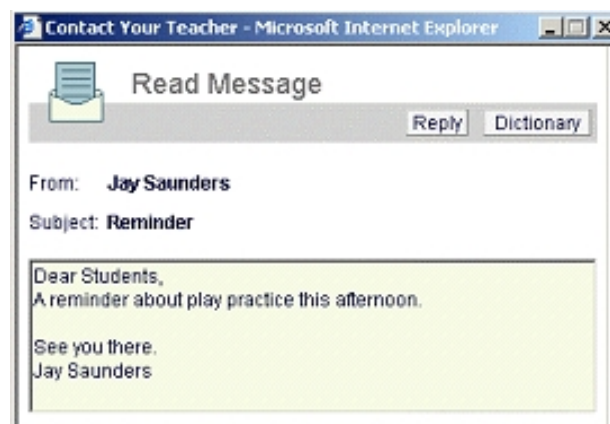


From the Inbox, you can do the following:

- Read a mail message
- Reply to a mail message
- Delete a mail message

Reading a Mail Message

To read a mail message, click a name in the inbox. The Read Message window appears.



The From area contains the name of the teacher who sent the mail message, the Subject area tells you what the mail message is about, and the Message area contains the text of the mail message.

From the Read Message window, you can:

- **Reply** – send a mail message back to the sender of this mail message.
- **Dictionary** – open the *English Discoveries Online* dictionary. For more information about how to use the dictionary, refer to *Dictionary* in *Chapter 1: Welcome to English Discoveries Online*.
- Click **X** to close the Read Message window.

Replying to a Mail Message


You may want to send a reply to a mail message that your teacher has sent you.

To reply to a mail message:

1. Click **Reply**.

A Write window opens with the teacher's name filled in, ready for you to begin typing your reply. If you want to change the subject of the message, click in the *Subject* area and type in a new subject.



2. Move the cursor to the blank area  and type your reply.
3. Click **Send**. The message is sent and the Write window closes.

Deleting a Mail Message

You may not want to keep all the mail messages you have received in your Inbox.

To delete a mail message:

1. Select the message or messages that you want to delete by clicking the box next to the teacher's name in the **From** column.

A checkmark appears in the box next to the selected teacher's name.

From	Subject	Date
<input type="checkbox"/> Jay Saunde	 Reminder	6/1/2003
<input type="checkbox"/> Jay Saunde	English Discoveries	5/1/2003

2. Click **Delete**. The selected message is deleted.
3. Click **X** to close the Read Message window.

Write

Click **Write** in Contact Your Teacher's top bar to view a list of teachers to whom you can send mail messages.

To write and send a mail message:

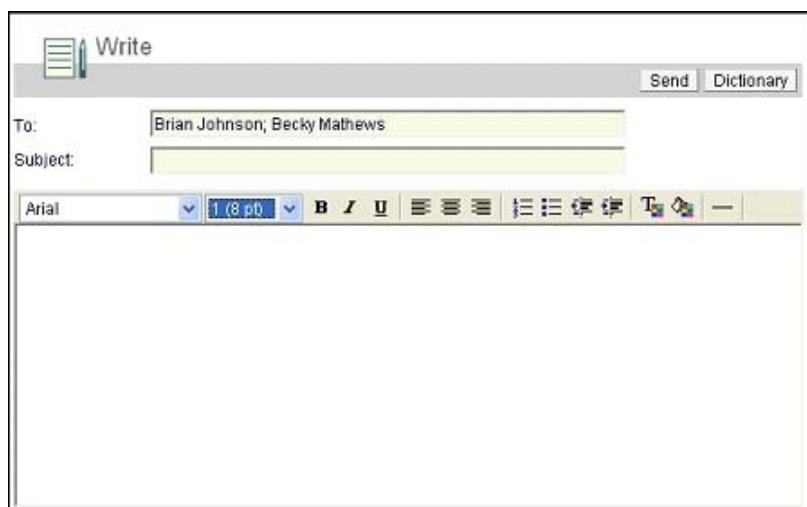
1. Click the box next to the name of the teacher in the list to whom you want to write, and click **Write**.



*If you want to write the same message to more than one teacher, check the box next to each of the names in the teacher list to whom you want to write and click **Write**.*



The **Write** window appears with the names of the teachers who will receive the message in the **To** area.



2. Type the subject of your message in the Subject area.
3. Type your message in the Message area.



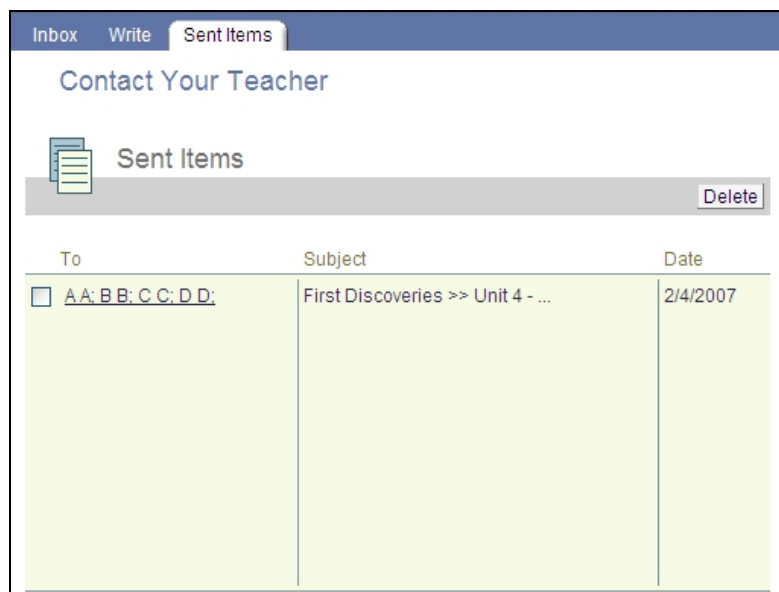
The message window contains a word processor toolbar, which enables you to easily change the fonts and their size, make the words bold, italicized and underlined, change the font's color and add any color to the background of your message, etc. You may also use the dictionary for spelling and translation help. You can also attach files to be sent to the teacher

4. Click **Send** to send the mail message.

The **Write** window closes automatically.

Sent Items

Click **Sent Items** in Contact Your Teacher's top bar to see a list of the mail messages you have sent. The Sent Items list contains the names of the teachers to whom you've sent mail messages, the subject of the mail messages, and the date the mail messages were sent.



In the Sent Items window, you can do the following:

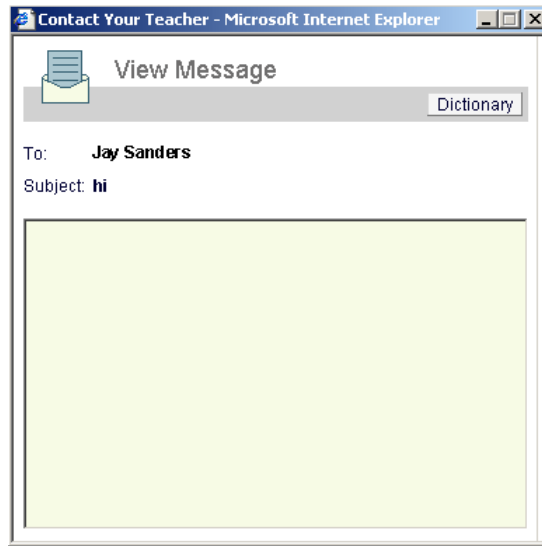
- View a mail message you've sent.
- Delete a mail message from the Sent Items list.
- Use the dictionary to check the meanings or spelling of words in sent messages.

Viewing a Sent Message

To view a sent message:

1. Click the name of the teacher to whom the message was sent.

The View Message window appears with the text of the mail message.



2. Click **X** to close the View Message window.

Deleting a Sent Message

To delete a sent message:

1. Check the box next to the mail message or messages you want to delete.
2. Click **Delete**. The selected message is deleted.